

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting held on 6th September 2022 at 7:30pm held in the Memorial Hall

Present: Councillors Antony Kingham (Chair)
 Melanie Williamson
 Rupert Watson
Clerk Suzanne Walker
City Councillor Councillor Knight
County Councillor Councillor Steel
No members of the public were present

Meeting commenced at 7.30pm

22/123: Apologies

Received from Councillors John Burrow and Richard Allen.

22/124: Declarations of Interests

None.

22/125 To consider the co-option of new Councillors

Applications to join the Parish Council had been received from Lallie Godfrey and Richard Tinson which were considered by Councillors. Councillor Kingham proposed that Richard Tinson be co-opted to Little Waltham Parish Council. This was seconded by Councillor Williamson and **agreed** by all Councillors. Councillor Watson proposed that Lallie Godfrey be co-opted to Little Waltham Parish Council which was seconded by Councillor Williamson and **agreed** by all Councillors. Both Lallie Godfrey and Richard Tinson signed the declaration of acceptance of office forms and joined the meeting.

22/126: To consider and approve the Minutes 7th June 2022

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

22/127: Public Forum- to receive any representations from the public

No members of the public were present.

Councillor Steel provided a report and advised that the North East Parishes group has invited Kemi Badenoch MP to speak about the East Anglia Green issue. He had also noted communication with the Local Highway Panel officer from the Parish Council in relation to the Origin and Destination survey and there was a discussion about the importance of having the correct methodology so that the survey provides accurate information. It was also agreed that the precise date of the survey will be kept confidential so as not to impact upon the behaviour of drivers, again to obtain an accurate result.

It was further noted that A boards displayed at the Chelmer Avenue car wash have been removed and the potholes reported under the members scheme have been repaired. Mike advised that he has joined the Ride London Steering group due to his concerns about the disruption caused by the event to businesses in particular. Mike raised the 20s Plenty initiative and advised that Essex County Council will be undertaking a route hierarchy review and a speed strategy review.

Mike also agreed to follow up on complaints from Chelmer Avenue residents regarding weeds in the gutters.

Barry reported that Chelmsford City Council is facing a budget shortfall. Also the Local plan review has been launched with some proposals suggesting more housing for outlying villages including Chatham Green.

22/128: New Planning applications

22/128.1 22/01294/FUL - 6 Sorrell Close, Little Waltham - Retrospective application for construction of a two-storey side extension and front porch alterations. Partial rebuild of demolished garage – **No Comments**

22/128.2 22/01128/FUL - The Wilderness, Leighs Road, Little Waltham – Single Storey link extension between annex and The Wilderness to form 1 dwelling – **No Comments**

22/128.3 22/01129/LBC - The Wilderness, Leighs Road, Little Waltham - Single storey link extension between annex and The Wilderness to form 1 dwelling – **No Comments**

22/129: To note response to planning application using delegated powers

The following responses were **noted** –

22/129.1 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) – **Objection** – on the basis of the building being derelict and thus no evidence of 10 years of agricultural use, the conversion would be a substantial rebuild, that the industrial design of the building is not in keeping with the street scene or the fact it would be in the green wedge, no information about parking provision and an additional traffic burden on the B1008.

22/129.2 22/00888/FUL - Building North West Of 3 Pratts Cottages Pratts Farm Lane Little Waltham - Partial change of use of existing barn building to a gym (class e) with associated car parking. Addition of external 2 doors. Change of use of land for gym with astroturf surfacing and siting of storage container – **No Comments**

22/129.3 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 – **ADDITIONAL DOCUMENTATION** – **objection reiterated** that whilst the Generals Lane Bridge is being reconstructed which results in heavy traffic through the Channels development this application should not be permitted.

22/129.4 ESS/44/22/CHL - Land adjacent to Park Farm, Channels Drive, Boreham – Proposed temporary compound associated with the operation of the Park Farm mineral extraction area at Bulls Lodge Quarry comprising the parking of contractors' plant and machinery, a mobile welfare unit, operative's caravan accommodation, associated car parking and ancillary development. Access via Channels Drive/Albatross Way for operatives and their caravans, light goods vehicles and limited HGV movements to deliver welfare facilities and fuel tanks ongoing fuel deliveries – **commented** that there were concerns that the access to the site will be via Albatross Drive to Channels Drive which is a residential area and whether it would be more appropriate to use Pratts Farm Lane leading to the Park and Ride.

22/129.5 20/00964/S73 - 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 (porous in nature and aesthetically appropriate) to alter parking provision, amend boundary enclosures and alterations to the rear elevation of the outbuilding – **objected** on the basis that the works were detrimental to the appearance of the property within the Conservation area especially as cheap materials appear to have been used and also the position of the hard standing is too close to the junction and presents a safety hazard

22/129.6 22/05093/TPO - Land south of Runneymead Cottage, Main Road, Little Waltham - T1 - Corsican Pine - Exploratory excavations including root pruning within RPA of T1 Corsican pine to facilitate installation of underground services as part of approved development, ref. 18/01349/OUT – **No Comments**

22/129.7 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 – **No Comments**

22/129.8 22/01216/EIASO - Zone 2 Chelmsford Garden Community – Chelmsford Garden Community - Zone 2 (Countryside L&Q (North East Chelmsford) LLP (CLQ) – Request for an Environmental Impact Assessment Scoping Opinion for an outline planning application with all matters reserved for a mixed-use Garden Community comprising residential development of up to 3,500 dwellings, mixed uses comprising other specialist residential accommodation, travelling show people site, employment, commercial, retail, leisure, education & community floorspace in three new villages, green and blue infrastructure including a new Nature Park, public open space and sports facilities, sustainable transport infrastructure, new highways including part of Radial Distributor Road 2, utility and infrastructure works, site preparation works, together with associated and ancillary development and full planning permission for a new left-in, left-out junction from Beaulieu Parkway (RDR1) & a new pedestrian/cycle bridge over Beaulieu Parkway – **Commented** on issues of traffic pollution

22/129.9 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 – it was noted that the principle of development has been established in the area within the local plan and as a result of the granting of permission for other developments thus **no objection**.

22/129.10 22/02905/DEVEX - Land East of Drakes Lane industrial area, Drakes Lane, Little Waltham – street naming application – **no comments**

22/129.11 22/05107/TPO - Merefields, Main Road, Little Waltham - T2 - (Marked T1 on map) - Lime - Raise crown by 5m - Reason - To allow drive access. G1: Limes x2 - (Marked T2 T3 on attached map) - Pollard back to previous points due to weak and poor unions from previous pollard and increased amenity value; G2: Purple Beech - (Marked T12 on attached map) - Crown reduction of 2-3 metres to ensure structural integrity of lateral spread due to cavity located on the west 2metres up with desiccated fungi nated Structural integrity compromised due to stem decay ; Limes x2 - (Marked T13 and T14 on attached map) - To be thinned by 20%, raise crowns by 5 m and dead wood removed over 50mm in diameter; Purple Beech - (Marked T15 on attached map) - Fell to ground level - Reason - To Ustulina deusta rotten stem; Limes - (Marked T17,T18,T19,T20, on attached map) - Remove dead wood 50 mm in diameter over Public footpath with high footfall; Wellingtonia - (Marked T22 T23 on attached map) - To remove all dead wood over 50mm in diameter to encroach and prolong good health within the trees, dead wood within falling distance of main driveway – **No Comments**

22/129.12 22/05566/CAT - The Lake House, Brook Hill, Little Waltham - Leylandii - (Marked T1-T6 on map) - Fell to ground; Sycamore (Marked T7, T8 & T9 on map) - Fell to ground; Leylandii - (Marked T10 - T13) - Fell to ground. In replacement we are additionally removing the wooden fence and planting 60 m of cherry laurel instant hedging – **No Comments**

22/129.13 22/01113/SCOPE - Land at Moulsham Hall, Moulsham Hall Lane, Great Leighs - Scoping opinion for the proposed development at Strategic Growth Site 7a: Great Leighs - Land at Moulsham Hill

22/129.14 22/00002/MAS - Strategic Growth site 7 Great Leighs – stage one masterplan - **Comments for both applications** – concern as to road modelling for the Moulsham Hall roundabout in view of additional traffic for the school and neighbourhood centre and also concern in relation to lack of health facilities and impact upon the Little Waltham surgery

22/129.15 22/01324/EIASO - Zone 3 Chelmsford Garden Community - Request for an Environmental Impact Assessment Scoping Opinion for an outline planning application with all matters reserved, for a mixed-use garden community comprising up to 1,500 dwellings and up to 100 units of retirement accommodation, public open space including the Channels Discovery Park, formal sports pitch provision and pavilion, new roadways, pedestrian and cycle routes, access roads, transport infrastructure including buses, bus gates and connections to mobility hubs, diversion of some existing Public Rights of Way and the stopping up of some lengths of public highway, associated infrastructure, drainage and other works – **Commented** with concerns as to traffic pollution

22/129.16 EN010118 - Longfield's Solar Farm, Terling – invitation to provide written submissions to the examining authority – **commented** to repeat the previous point made of Cranham Road being inappropriate to use as the main access unless upgrade works are carried out

22/129.17 22/02950/DEVST - Street naming application for properties south of Runneymead Cottage – **No comments**

22/130: To note Planning Results

The following planning results were **noted** -

22/130.1 21/02396/ADV - Plot 1 Eagle Way, Little Waltham - x4 internally illuminated signs. x1 internally illuminated totem – **Granted**

22/130.2 22/00159/FUL - 4 Pratts Farm Cottages, Little Waltham - Retrospective application for the conversion of the existing dwelling to form 2 flats – **Granted**

22/130.3 22/00473/REM - Land North West Of Boreham Interchange Chelmer Road Boreham - Application for the approval of Reserved Matters pursuant to Condition 7 of Planning Permission Reference 10/00021/EIA, for Beaulieu Park Station and associated development and for the discharge of Conditions 8,9,10,11,12,13 and 14 – **Permitted**

22/130.4 22/00420/ADV Land East of 1-5 Eagle Way Two internally illuminated totem signs **granted**

22/130.5 22/00273/FUL 107 The Street, Little Waltham Retrospective application for the construction of a food preparation building. Extension of a storage/fridge building. Provision of additional grassed parking surface for total of 31 parking spaces. Associated landscaping and tree planting – **Permitted**

22/130.6 22/00491/EIASO - Chelmsford Garden Community Phase 1 Pratts Farm Lane, Little Waltham - Request for an Environmental Impact Assessment Scoping Opinion for an outline planning application with all matters reserved, other than access, for a mixed use scheme comprising 1,500 new homes, commercial and community uses, open space, transport infrastructure and the safeguarding of land for the potential expansion of the existing Chelmer Valley Park and Ride – **Scoping report agreed**

22/130.7 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 – **Permitted**

22/130.8 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 arboricultural practice – **Granted**

22/130.9 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 – **permitted**

22/130.10 22/00705/FUL - 4 Eagle Way, Little Waltham - installation of air conditioning and freezer room condenser units with main extract ducting through the roof - **granted**

22/130.11 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) – **Permitted**

22/130.12 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) - **Refused**

22/130.13 22/00787/FUL Glenroy House Blasford Hill proposed detached garage **granted**

22/130.14 22/00850/FUL - Land between Peartree Cottage and Daffodil Cottage, Braintree Road, Little Waltham – Formation of access with associated trackway – **Refused**

22/130.15 22/00888/FUL Building NW of 3 Pratts Cottages Pratts Farm Lane Partial change of use of existing barn building to a gym (class e) with associated car parking. Addition of external 2 doors. Change of use of land for gym with astroturf surfacing and siting of storage container **Refused**

22/130.16 20/00964/S73 98 The Street, 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 (porous in nature and aesthetically appropriate) to alter parking provision, amend boundary enclosures and alterations to the rear elevation of the outbuilding **Withdrawn**

22/130.17 22/05093/TPO Land south of Runneymead Cottage, Main Road, Little Waltham T1 Coriscan Pine Exploratory excavations including root pruning within RPA of T1 Corsican pine to facilitate installation of underground services as part of approved development, ref. 18/01349/OUT - **Permitted**

22/131: To consider representations in relation to The Essex County Council (A131 Braintree Road and Sheepcotes Farm Access Road, Little Waltham, Chelmsford) (Prohibition of Right-Hand Turn) Order 2022

Councillors considered that for safety reasons it is important that lorries can not drive across oncoming traffic so **agreed to support** the proposals

22/132: To consider response to Chelmsford City Council Local plan review

It was noted that the main proposals for the area is an expansion of the Garden Community and options to develop villages including Chatham Green especially due to its location close to the new bypass. Concerns were expressed in relation to the impact upon Chatham Green being a small rural hamlet and also the fact that the bypass is being designed to be single carriageway and thus designed to deal with current expected traffic not future growth. It was **agreed** to express the concerns together with the future impact of development on services and the impact on residents during this period of expansion.

22.133: To consider response to Chelmsford City Council polling district review

No Comments.

22/134: To consider response to Chelmsford City Council Health and Wellbeing plan consultation

To add to the comments on the desirability of PCNs working closer together and within a geographical area rather than with surgeries where there is little in common, the strategy should be integrated with other health and wellbeing provision being considered. Also, to consider the strategy alongside Health and Wellbeing plans being put together by the Parish Council sector and encourage GPs and their social prescribers to recognise the benefits of working with Parish Council in reaching the community and the benefits of collaborative working especially as Parish Councils are often the first point of contact by members of the community, it was agreed to add that there should be more collaboration with Parish Councils to consider the needs of residents both in relation to social isolation and prevention and that there should be a more collaborative approach between primary care and Parishes.

**22/135: Correspondence
Essex County Council**

4/7/22	Notification of road closure to The Street, Little Waltham
8/7/22	Highway Highlights briefing

Chelmsford City Council

18/7/22	Mayor's newsletter
19/7/22	Outcome of application by Broomfield Parish Council to amend the boundary of their neighbourhood plan

Other

8/6/22	Information about Rural team at Essex Police
16/6/22	Update on Stansted Airport review of airspace and flight corridors
19/7/22	Beaulieu update
4/8/22	CNEB update
9/8/22	Digigo update

22/136: Amenities report

22/136.1 To consider the latest play area inspection report

The report was noted and in particular the comments in relation to wetpour were noted.

22/136.2 To receive update on progress of tennis court upgrade

It was noted that the goalends have now been installed and that DW Maintenance will be tidying the area and dealing with moss removal

22/136.3 To consider costs of wetpour upgrade works

The report prepared by the Clerk was considered and it was noted that the quote of Mortimer Contracts still provided the cheapest option and was **accepted**. Money

has been set aside in the budget for this work and the excess can be covered by CIL money. It was **agreed** that the work can be carried out forthwith.

22/136.4 To consider if to grant consent for parking provision in recreation grounds for Fireworks display

Councillors **agreed** that the field can be provided to the Sports and Social club for the purposes of car parking for the firework event strictly on the terms of the risk assessment supplied. It was noted that the City Council as landlords has agreed as well.

22/136.5 To consider quotes for tree inspection survey

The Clerk had requested 3 quotes for the survey and upon consideration Councillors **agreed** to accept the quote from Essex County Council Place Services.

22/137: Financial Matters

22/137.1 To decide if to renew subscription to RCCE

It was **agreed** not to renew the subscription this year.

22/137.2 Payments for approval

The following payments were **approved** –

		£	VAT	Total
Paid on 8th July 2022				
Clerk	Salary (June)	512.90	0.00	512.90
HMRC	PAYE (June)	123.80	0.00	123.80
Essex Pension Fund	Pension contributions (June)	191.64	0.00	191.64
Paul Clark Printing	magazine printing	582.00	0.00	582.00
DW Maintenance	gardening and litter picking	430.67	0.00	430.67
Perspective Landscapes	gardening	100.00	20.00	120.00
Dor-2-Dor (Chelmsford)	distribution of magazine	498.00	99.60	597.60
JCM Services	Grass cutting	525.00	105.00	630.00
Paid 8th August 2022				
Clerk	Salary (July)	512.90	0.00	512.90
HMRC	PAYE (July)	123.80	0.00	123.80
Essex Pension Fund	Pension Contribution (July)	191.64	0.00	191.64
Relay Ltd	removal of concrete block	250.00	50.00	300.00
Perspective Landscapes	gardening	50.00	10.00	60.00
DW Maintenance	litter picking and gardening	510.67	0.00	510.67
To be paid in September				
Clerk	Salary (August)	512.70	0.00	512.70
HMRC	PAYE (August)	124.00	0.00	124.00
Essex Pension Fund	Pension contribution (Aug)	191.64	0.00	191.64
Clerk	Expenses	318.28	8.19	326.47
Sutcliffe Play Ltd	provision of goalends	6762.40	1352.48	8114.88
Sutcliffe Play Ltd	Installation of goalends	4,013.91	802.78	4,816.69
PKF Littlejohn LLP	External audit fees	300.00	60.00	360.00
Seagrave Inspections	play area inspection fees	120.00	24.00	144.00
Lambert Smith Hampton	rent for allotment site	77.00	0.00	77.00
DW Maintenance	gardening and litter picking	586.67	0.00	586.67
Perspective landscapes	gardening	50.00	10.00	60.00

22/137.3 Bank account balances to be reported at the meeting

Current account saver account

22/137.4 To receive quarterly financial report

The quarterly report calculated to 30th June 2022 was **accepted**.

22/137.5 To receive update on progress of change of banking arrangements

It was noted that all money has been transferred to Unity Trust Bank and that it is held in a current and saver account.

22/137.6 To decide whether to remain opted into external audit arrangements

It was agreed to remain opted in to the collective external audit arrangements.

22/137.7 To receive outcome of external audit for financial year 2012- 2022

It was noted that a clear external audit has been received. The Notice of conclusion of audit will now be issued and it was **agreed** to display the notice on the boards for 28 days.

22/137.8 To approve cost of Clerk attending webinar regarding managing community buildings

The cost for the Clerk to attend this webinar was **agreed**.

22/138: 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.
2. I have received complaints regarding overgrown weeds on the pavement of Chelmer Avenue which I have referred to Essex County Councillor via Councillor Steel.
3. I received various complaints of overgrown grass, hedges and vegetation in the village, most of which has been resolved. Essex County Council is looking into who should maintain the overgrown hedge by Glebe Field.
4. In relation to a car regularly parked on the greensward by 12 Brook Hill, I spoke to UK Power Networks who are looking into erecting a sign to say that they require access to the sub-station thus there should be no parking on the grass.
5. Essex County Council has advised that if the consideration of the right of way over Glebe Field has not been considered within one year of the application the Parish Council may submit an appeal. The anniversary is 21/9/22.
6. A resident advised that the height barrier at the Wildlife Trust car park was broken so I reported it and it has now been repaired.
7. Councillor Steel has put forward the potholes nominated by residents into the member led repair programme and advises me that more can be nominated in October.

8. As a result of complaints from residents at the June Parish Council meeting and subsequent complaints on the phone from residents I raised the issue of lots of advertising flags and a new pole that have been erected at the Chelmer Avenue car wash. I have been advised that the car wash will be submitting a formal planning application shortly.
9. The LHP application for a 40mph buffer zone and village gates has been approved and funded and is in the design phase.
10. The Digigo roadshow took place on 10th June which I attended with 2 Councillors. A few residents attended but I continue to promote the service on the website, Facebook and in the magazine and it is understood that the area of operation will be increased shortly.
11. A Zoom meeting was arranged with the Police for 30th August but the Police officer failed to log on to the meeting. I am looking to reschedule the meeting for the earliest possible opportunity.
*It was noted that the meeting had taken place and a suggestion made that Councillors and residents could join a WhatsApp group to report crime. The Police officer had then just provided the contact email for the Chelmsford Neighbourhood Watch and it is understood the group is only for administrators. The Clerk has approached Neighbourhood Watch and will report back on the responses. It was **agreed** to ask the Police to set up a Coffee and Cops event and to promote it locally.*
12. 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 can not 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 wag's 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

It was noted that there is a new head teacher at the primary school who is keen to meet with representatives from the Parish Council. Councillor Godfrey expressed an interest in attending such a meeting so the Clerk will look to set it up.

The report was otherwise **accepted**.

22/139: Affordable Housing project

No further news.

22/140: To consider the issue of traffic in the Parish

22/140.1 To receive update regarding the request for an Original and Destination survey

Following earlier discussions as to the importance of understanding the methodology of the survey, it was noted that Councillor Steel will press the LHP officer to provide such information prior to the survey being undertaken. Councillors do not require the traffic consultant to be involved at this stage.

22/140.2 To consider participation in the 20s plenty scheme

Councillor Watson proposed that the Parish Council support the principle of the 20s plenty initiative of 20mph being the appropriate speed for residential areas throughout this Parish. This was seconded by Councillor Williamson and **agreed** by all Councillors.

It was noted that EALC were looking to set up local groupings for the 20s Plenty campaign and the Clerk will obtain an update in this regard. It was requested that she liaise with neighbouring Parishes to find out about their activities in this regard and the issue of the purchase of stickers will be added to a future agenda.

22/140.3 To consider design proposed by Essex County Council for village gates

It was noted that Essex County Council is proposing entrance gates for all four entrances to the Parish and this was welcomed. In relation to the position of the gate at Back Lane it was considered to be in the wrong position and should be further past the bend. In response to the proposals the Clerk was asked to point out the position required for the gate and suggest that an engineer attend site to understand the reasoning for the suggestion.

22/141: To consider provision of defibrillator training in the Parish

Defibrillator training is being arranged by the Channels Residents Association. The cost for the trainer from the Community Heartbeat Trust is £175 plus a small amount for room hire will be added on. It was agreed that the Parish Council make a

contribution of 50% to the cost of the event on the basis that all residents may be invited.

22/142: To pass a resolution to enable the application to be made to renew the Local Council Award status.

To enable the application to be submitted Councillors **agreed** the following resolution
The council confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder and it publishes the following documents online:

RESOLVED that:

1. the Parish Council had achieved items 1 – 17 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website: Standing Orders, Financial Regulations, Code of Conduct, Registers of Interest, Publication Scheme, The Last Annual Return, Transparent Information about Council Payments, A Calendar Showing all Meetings, Current Agendas, Minutes, The Budget & Precept Information, Complaints Procedure, Accessibility Statement, Privacy Notice, Council Contact Details, Action Plan for the Current Year, Evidence of Consulting the Community, Publicity Advertising Council Activities, Evidence of Participating in Town and Country Planning

The council also further confirms by resolution at a full council meeting that it has:

- (a) the following items of the Foundation Level have been achieved: A Risk Management Scheme; A Register of Assets; Contracts for all Members of Staff; Up-to-Date Insurance Policies that mitigate risks to public money; Disciplinary and Grievance Procedures; A Policy for Training and Development of Staff and Councillors; A Record of all Training undertaken by Staff and Councillors in the last year; The Clerk who has achieved 12 CPD points in the last year.

22/143: To discuss issues surrounding the Community Governance Review and financial impact upon this Parish Council.

A report was provided by the Clerk showing that due to the number of residents that will be moving to the new Garden Community Parish there will be a much smaller tax base and a higher financial burden on remaining residents. An additional problem may arise if the Government chooses to cap Parish Council precepts but this will not be known until December. At the next meeting careful consideration will be given to the strategy statement as to what the Parish Council wishes to do for its community, what can be undertaken by the community and the financial impact. Councillor Knight advised that he could speak to the City Council as to whether any financial assistance will be available in the short term. It was also suggested that the Parish Council may wish to hold a consultation event with residents.

**22/144: To receive update regarding recreation grounds and pavilion project
22/144.1 To receive report on garden licences and to agree execution of signed agreements**

Two garden licences had been executed by residents but sadly the final document has not been signed as the resident had passed away. The Clerk is in liaison with the family to resolve that issue. Councillors agreed that the garden licences in relation to 126 and 132 The Street may be executed by the Parish Council and the documents were duly signed by 2 Councillors and witnessed by the Clerk.

22/145: To deal with issues relation to the allotments

22/145.1 To receive report of annual allotment tenants meeting

The report was provided and it was noted that Councillor Kingham and the Clerk had visited the site. As plots 23 and 4 are still in poor condition, Councillors agreed that notice to quit is issued for both plots. The fencing that has fallen down is to be repaired by Bloor Homes.

22/145.2 To agree amendments to allotment tenancy agreement

The updated tenancy agreement for new tenants only was considered together with the advice from the National Allotment Association and was approved. A deposit of £80 to be charge for Blasford Hill and £40 for the recreation grounds and any deposit to be clearly earmarked.

22/145.3 To consider erection of new sign at allotment sign

The quote for the new sign to advise that parking is for tenants only was **approved** and the costs **agreed**.

22/146: Matters to be raised by members for the next agenda.

Pavilion, Remembrance Service, strategy planning

Meeting concluded at 8.46pm