

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Meeting held on 1<sup>st</sup> November 2022 at 7:30pm in the Memorial Hall

Present: Councillors                      Rupert Watson (Acting Chair)  
    John Burrow  
    Lallie Godfrey  
    Richard Tinson  
Clerk    Suzanne Walker  
City Councillor                      Councillor Knight  
County Councillor                      Councillor Steel  
No members of the public were present

Meeting commenced at 7.30pm

In the absence of the Chairman, it was **agreed** that Councillor Watson chair this meeting.

#### **22/166:            Apologies**

Received from Councillors Kingham, Allen, Readings and Williamson.

#### **22/167:            Declarations of Interests**

None.

#### **22/168:            To consider and approve the Minutes 4<sup>th</sup> October 2022**

The minutes of the meeting of 4<sup>th</sup> October 2022 were formally **approved** by Councillors as a correct record and were signed by the Acting Chairman.

#### **22/169:            Public Forum- to receive any representations from the public**

Councillor Steel presented his report. Kemi Badenoch MP will be addressing the Parishes forum to be held on 4<sup>th</sup> November at Chignal Village Hall. The Clerk and Councillor Watson will attend the meeting which is relating to the issue of the new pylons proposed under the East Anglia Green scheme.

He advised that Ride London will again take place in 2023 but for just one day at a similar time to this year. He had raised concerns about the impact of road closures on certain businesses. There will also be grants available for cycling schemes. The order has been agreed for the installation of yellow lines at Brassie Wood but an implementation date is still awaited.

Regarding the 20s Plenty initiative, Councillor Steel called it a pressure group which is being facilitated by the EALC but did say that he has raised the issue with Councillor Lee Scott the cabinet member for Highways. A speed management and road hierarchy review are to be undertaken soon so Councillor Steel is trying to find out the stance the County Council will take after that time.

In relation to the Origin and Destination Survey it was **agreed** to bring the agenda item forward so it may be discussed with Councillor Steel.

#### **22/180.1 To receive update regarding the request for an Origin and Destination survey**

Councillor Steel had updated the specification document for the survey and the latest draft had been provided to Councillors which was then discussed. A new map had been included to show the four locations, three of which will have two-way cameras

and the one on the one way slip road will have one camera. It was also noted that the days of the survey will be Tuesday, Wednesday, Thursday and Friday. The body of the document also sets out the background to the issue and the methodology of the survey. Councillors **agreed** the terms of the document which was signed by the Clerk on behalf of the Parish Council and by Councillor Steel. It will also be signed by the Local Highway Panel officer and then a date for the survey can be arranged.

Councillors also **agreed** to bring forward to agenda item in relation to the village gates.

#### **22/180.2 To receive update on village gateway scheme**

A suggestion had been made by the Parish Council for the gates to be on a bend of Back Lane further out from the village which the Local Highway Panel officer had rejected on the basis that there would be no obvious change of road conditions to alert drivers that they are in a village environment. Upon discussion Councillors **agreed** to suggest a location nearer to the village which was marked on a map being the point where the residential properties start on Back Lane and which sat nav indicates it to be a 30mph area (even though the signs were moved some years ago). It would be clear from the location of the houses that drivers are entering a village. It was also noted that the location for the gates into the bottom of The Street by the village sign are not clear and need to be at the bottom of The Street rather along the B1008. It was **agreed** to raise this with the LHP officer as well.

Councillor Knight reported that he has been in liaison with officers at the City Council and Councillor Steel in relation to the problem of weeds along Chelmer Avenue and arrangement will be made for removal.

He also paid tribute to the Mayor of Chelmsford who recently died.

He confirmed that the project to upgrade the Civic Theatre is running late and over budget so there will not be a pantomime in the City this year. It was noted that there will be a pantomime in Little Waltham presented by the Drama Group.

He also provided more detail on the finances of the City Council with energy costs contributing to a substantial deficit meaning there is no support for Parishes as the City Council faces a challenge to balance its books.

Councillors Knight and Steel then left the meeting.

#### **22/170: To receive reports from Councillor's attendance at external meetings**

Councillor Godfrey provided a report on the meeting she and the Clerk had attended with the new head teacher of the primary school. He is being pro-active in addressing parking issues including liaison with the Tufnell Hall who are again selling parking permits to parents and also advised that some children are using the Digigo on demand bus service to travel to school. The headteacher is keen to engage with the Parish Council and any activities and there is an aim for the school to be a 'Forest school'. Also, to promote its citizenship and advocacy values the head teacher would be keen for some of the children to attend a Parish Council meeting. Councillor Godfrey will be meeting regularly with the head teacher.

**22/171: Clerk's report**

The Clerk reported as follows –

1. The bespoke Councillor training event was cancelled but I am looking to rearrange it for late November.  
*It was noted that the training event has been booked for Tuesday 29<sup>th</sup> November and Councillors were asked to make sure this is noted in their diaries.*
2. On 17<sup>th</sup> October I attended a meeting with the new head teacher of the primary school with Councillor Godfrey
3. A defibrillator training event has been organised as a collaboration between the Channels Residents Association and the Parish Council for 25<sup>th</sup> November which I have publicised both online and with local community groups.  
*The event will again be promoted on social media.*
4. County Councillor Steel has requested more nominations for the pothole repair programme so please let me know any potholes you wish to nominate. A request on Facebook has not received any response from residents.  
*No response has been received from residents and Councillors were not aware of any issues to nominate for the scheme although it was noted that the pavements are in poor condition but are not included in this scheme.*
5. Further to residents' complaints the potholes adjacent to the Ziggi Fireplace shop in Chatham Green were referred to Essex County Council. The response issued via Councillor Steel is that all the damage is on private land and that walkers from the Essex Way can easily avoid them thus it is an issue for those with legal rights over the land to resolve. I have advised the complainants.
6. The rocker in the children's play area has been repaired and reinstalled.
7. The path leading to the rear of the Memorial Hall has been repaired free of charge and the Memorial Hall have sent thanks to the Parish Council for making those arrangements with the original contractor.
8. I have provided you with the two dates for Councillor training in relation to the new Code of Conduct provided free of charge by Chelmsford City Council. Please make sure that you have let me know which session you will be attending so I can RSVP to the City Council.  
*The majority of Councillors have responded and the Clerk will issue a reminder of the dates.*
9. The tree inspection report is being prepared and should be available for consideration at the December meeting.  
*It was noted that the report has now been received and the Clerk is obtaining quotes for the work required.*
10. As requested, I reported ground works that did not appear to have been made good by the Essex Regiment Way/ Costa Coffee roundabout. I was advised that Essex County Council is aware of the issue and undertaking inspections.

11. Regarding the complaints regarding overgrown weeds on the pavement of Chelmer Avenue, Councillor Knight has been in liaison with Councillor Steel and operatives at Chelmsford City Council to resolve the issue. I hope to have an update at the meeting.  
*The report of Councillors Steel and Knight earlier in the meeting was noted.*
12. Thanks to Councillor Knight Chelmsford City Council emptied the fly tip in the bin at Ash Tree Corner which sadly turned out to be a dead dog.
13. I reported the issue of debris from lorries at Channels Drive to the Police
14. Following the meeting with the local Police officer and despite 3 emails I am still awaiting a response from him regarding issues raised including CCTV and the coffee with cops event.
15. I am still awaiting a response from neighbourhood watch regarding issues of crime reporting.
16. The Rural Police team did respond to advise that they would be willing to attend the Parish to look to address issues of speeding traffic.
17. 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

<b>Item</b>	<b>Actions awaited</b>	<b>Date raised</b>
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. Other issues to be considered following Origin and Destination survey	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 extended the partial closure order until 15 <sup>th</sup> April 2023	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
Outcome of application for Local Council Award Foundation status renewal	Await NALC adjudication panel with outcome expected in December 2022.	September 2022

It was noted that a resident has raised a question on crowd funding for Glebe Field. It was noted that the Parish Council, courtesy of its insurance company now has free access to Parish online which is a mapping system and training is now on offer which the Clerk will investigate and bring back for Councillors to consider.

The report was otherwise **accepted**.

### **22/172: New Planning applications**

- 22/172.1 22/01741/SCOPE - Radial Distributor Route 2, South of Wheelers Hill Little Waltham - Chelmsford Garden Community - Request for an Environmental Impact Assessment Scoping Opinion for a full planning application for the Radial Distributor Road (RDR2) – **agreed** to make representations in relation to issues of pollution, noise and the impact upon wildlife which should be addressed in the environmental scoping opinion.
- 22/172.2 22/01748/FUL - Cherrytree Cottage, Leighs Road, Little Waltham - Proposed detached outbuilding for use as a games room and therapy room – **Removed from planning list**.
- 22/172.3 22/01753/CLEUD - Pondsides Nursery and Yard, Chatham Green - Certificate of lawful use or development to regularise the use of the workshop and storage buildings in connection with a landscape contractor's business. The use to include outside storage for associated landscapers/building materials and equipment. Storage of antique furniture in the large storage building and the use of parking and turning area, plus walkway across grass area – It was noted that there have been no objections from residents. It was **agreed no comments**
- 22/172.4 22/05597/CAT - 23 The Street, Little Waltham - G1-10 x Lombard Poplars- located at rear garden left boundary-remove large diameter deadwood, general maintenance – **No Comments**

In addition, application 22/01847/FUL for 98 The Street has just been received. Councillors commented that they are anxious that the hard standing at the front of the property is not used for parking and it was noted that the fresh application is to reinstate the flank wall and the front steps but to otherwise leave the hard standing in situ. Councillors consider that the front wall and railings should be reinstated so that the area cannot be used for parking. Having heard these views the Clerk will respond to the application using her delegated powers to object to that aspect of the application.

### **22/173: To note Planning Results**

The following planning results were **noted** -

- 22/173.1 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 showpeople 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 – **Scoping report agreed**

22/173.2 22/01472/ADV - Waltham Service Station, Main Road, Little Waltham - 1 x non illuminated sign to be attached to existing post – **Refused**

22/173.3 ESS/44/22/CHL – Land adjacent to Park Farm, Channels Drive, Little Waltham – proposed temporary compound in connection with Bulls Lodge Quarry - **Withdrawn**

**22/174: Correspondence  
Essex County Council**

10/10/22	Information about Digital Essex
10/10/22	Information about progress of North East bypass
12/10/22	Essex Highway users survey
14/10/22	Notification of extension of closure of byway 51
14/10/22	Update regarding order for yellow lines at Channels
20/10/22	Notice of road closures – Braintree Road for new access construction for mineral extraction

**Chelmsford City Council**

12/10/22	Information about the death of the Mayor of Chelmsford
24/10/22	Update on planning application for strategic site adjacent to Woodhouse Lane

**Other**

10/10/22	Information about Essex Playing Fields Association AGM
12/10/22	Information from Rotary Club regarding the Santa Sleigh event
13/10/22	Information about defibrillator training event.

**22/175: Amenities report**

**22/175.1 To receive update on wetpour upgrade works**

It was noted that the new surface has been laid under the two sets of swings thus completing all surface improvements in the children’s play area for the time being.

**22/175.2 To consider handyman arrangements and storage of gritting salt**

No applications received as yet however the Clerk has today received a recommendation and will be following up to find out more.

### **22/175.3 To consider replacing certain flower tubs**

The Clerk had provided a detailed report on options available for planters and plants and was seeking input from Councillors on what they are looking for. After much discussion on options and costs and noting the number of planters in the village it was **agreed** to wait until the new village gates have been installed and then carry out a review of the number and location of planters and what is required at that stage. There was also discussion about residents 'adopting' a planter to maintain and the whole issue will be reviewed upon installation of the gates. In the meantime, it was **agreed** not to replace the broken tub that has been removed by the contractors.

### **22/175.4 To consider whether work required to repair a bus shelter**

Following a resident's complaint, it was noted that a number of flyers are being stapled to the bus shelter near Winckford Close. The Clerk was asked to ascertain the cost of purchasing a board to be installed in the shelter for that purpose.

### **22/175.5 To consider replacement of tennis nets and handle**

The Clerk had presented a report with quotes for a new tennis net to replace the current broken net and to acquire a new handle as the current handle is missing. Councillors agreed to proceed with the purchase of the items from Edwards Sports.

### **22/175.6 To review grass cutting quotes and appoint contractor**

JCM Contractors had been appointed for one year and as this has expired, the Clerk had sought 3 quotes and a report was provided in this regard. It was agreed to appoint JCM contractors for a further 1-year term and to ask if terms could be agreed to maintain the cost for a further year.

### **22/175.7 To consider resident request to plant a tree**

A resident has asked if she could plant a tree in the recreation grounds in her own memory. It was noted that the purpose of the area is for recreation and there was a discussion as to maintenance obligations moving forward. It was **agreed** to regretfully decline the request but to suggest to the resident that she may wish to sponsor a flower tub when that initiative is considered in due course.

### **22/176: Financial Matters**

#### **22/176.1 Payments for approval**

The following payments were **approved** –

		£	VAT	Total
<b>Payments made on 12/10/22</b>				
Dor2Dor (Chelmsford)	Distribution of magazine	498.00	99.60	597.60
United Reform Church	Grant for Christmas Tree	100.00	0.00	100.00
<b>Payments to be made</b>				
Clerk	Salary (Oct.)	512.70	0.00	512.70
HMRC	PAYE (Oct.)	124.00	0.00	124.00
Essex Pension Fund	Pension contributions (Oct.)	191.64	0.00	191.64

Clerk	expenses	65.10	2.73	67.83
Memorial Hall	Hall hire and toilet hire	55.00	0.00	55.00
Channels Community group	50% contribution to defibrillator training event	125.50	0.00	125.50
Mortimer Contract Ltd	safety surface in play area	1,025.00	205.00	1,230.00
DW Maintenance	litter picking, gardening and Cleaning tennis court surface	521.67	0.00	521.67
Mortimer Contracts Ltd	repair of springer	295.00	59.00	354.00
Royal British Legion	Poppy wreaths	40.00	0.00	40.00

It was noted that urgent work is required to one particular tree which is considered sufficiently urgent for the Clerk to use delegated powers to authorise if the work is required prior to the next meeting.

### **22/176.2 Bank account balances to be reported at the meeting**

Current account £78,795.89 and saver account £2,390.08

### **22/176.3 To consider approval of direct debit arrangements to pay allotment water bills**

Due to issues with setting up payment with online banking it was agreed for future water bills for the allotment site to be paid by direct debit and the form was signed by Councillors Watson and Burrow.

### **22/176.4 To consider grant application from the Good Companions**

Which and social interaction for older residents for their benefit. It was therefore agreed to provide a grant in the sum of £220.00 to the group.

### **22/176.5 To consider subscribing to the RCCE and the community buildings service**

This issue is back on the agenda as a result of a request from 3 Councillors as the Clerk had reported to Councillors on the benefits of renewing membership to the RCCE and in addition the support available by the Community Buildings officer so it was **agreed** to renew the membership and to also subscribe to the community buildings service.

### **22/177: Affordable Housing project**

The RCCE had reported to the Parish Council that further design work is being carried out so that there is no adverse impact upon the views to the Church. Further updates will follow.

### **22/178: To consider response to Highway survey**

Councillors considered the response to the Highway survey and **agreed** in particular to highlights issues of the condition of the pavements, footpaths and flooding issues.

### **22/179: To consider first draft of budget for financial year 2023/24**

The first draft of the budget was considered. Additional money was set aside for the traffic consultant and consideration was given to the treatment of reserves for the Pavilion project whilst noting that additional CIL money will shortly be paid which could assist with the project. Councillors were concerned that the boundary changes



will see an increase in the precept with fewer people being left in the Parish and were keen to keep any increases to a minimum. Once the tax base figure is available a more precise consideration of the budget can be undertaken and the issue will be on the next agenda.

**22/180: To consider the issue of traffic in the Parish**

**22/180.1 To receive update regarding the request for an Origin and Destination survey**

Considered earlier in the meeting.

**22/180.2 To receive update on village gateway scheme**

Considered earlier in the meeting.

**22/180.3 To receive update on 20s Plenty initiative**

It was noted that there is a further briefing to be hosted by the EALC and Councillors Watson and Burrow will attend and report back. The Parish Council will also consider liaison with other local Parishes.

**22/181: To receive update regarding recreation grounds and pavilion project**

**22/181.1 To receive update on garden licences**

It was noted that it has not been possible to complete the final garden licence as probate has yet to be granted in the estate of the late owner. The Clerk is keeping in contact with the executor so that the issue can be finalised in due course.

**22/181.2 To consider progress of Pavilion project**

Councillors had visited the pavilion enabling them to consider a number of initial ideas for the building. It was agreed to arrange a meeting with the RCCE community building advisor to consider next steps preferably at the Pavilion.

**22/182: Matters to be raised by members for the next agenda.**

The budget.

Meeting concluded at 9.06pm