

LITTLE WALTHAM PARISH COUNCIL

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

Present: Councillors Antony Kingham (Chair)
 Rupert Watson
 Lallie Godfrey
 Richard Tinson
Clerk Suzanne Walker
No members of the public were present

Meeting commenced at 7.30pm

22/183: Apologies

Received from Councillors Burrow, Williamson, Allen and Readings and from City Councillor Knight and County Councillor Steel.

Councillors resolved to accept the apologies submitted by Councillor Readings with reference to Section 85(1) of the Local Government Act 1972 to enable him to remain a Councillor on the Parish Council.

22/184: Declarations of Interests

None.

22/185: To consider and approve the Minutes 1st November 2022

The minutes of the meeting of 1st November 2022 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

22/186: Public Forum- to receive any representations from the public

None.

22/187: To receive reports from Councillor's attendance at external meetings

Councillor Godfrey confirmed that she had met with the new headteacher of the Primary school again. Students had attended the village Remembrance event and the school is keen to engage with the community. She also attended the licensing service for the new vicar.

22/188: Clerk's report

The Clerk reported as follows –

1. The bespoke Councillor training event took place on 29th November and I hope Councillors found it useful.
2. The United Reform Church has erected the Community Christmas Tree which was paid for by the Parish Council and has put Christmas messages on the tree including one from the Parish Council.
3. As a result of a number of complaints I reported a fallen tree on the public footpath on the far side of the concrete footbridge across the river to Essex County Council and have been assured that the issue is in hand and that if the landowner does not remove the tree ECC will carry out the work.
It was confirmed that the tree has now been removed.

4. One of the 'no entry' signs for the one-way section of Brook Hill was knocked over by a van and resulted in a fair amount of traffic driving the wrong way down the street as the sign could not be seen and residents complaining. With the assistance of Councillor Steel, I expedited the issue with Highways who are arranging an urgent repair.
Councillors were concerned about this safety issue and asked that the Clerk again raise it with Councillor Steel. It was also noted that the white line markings are faded.
5. A resident reported that the height barrier at the Essex Wildlife Trust car park was broken. This was reported to the EWT and repair was undertaken.
6. The defibrillator training event was cancelled but it is hoped that it will be rescheduled for a date in February 2023.
7. Regarding the complaints regarding overgrown weeds on the pavement of Chelmer Avenue, I have been advised that Essex County Council has sprayed weed killer on the weeds which will be swept away by the City Council.
8. On 4th November I attended the North West Parishes meeting with Kemi Badenoch MP with Councillor Watson in relation to East Anglia Green and have circulated a report to you about the meeting.
9. Following the meeting with the local Police officer and a number of emails I have now heard that the original officer has been redeployed but I will hear from another officer shortly – I am still awaiting a formal response regarding issues raised including CCTV and the coffee with cops event.
It was noted that the Police officer has now been in touch and it was agreed to set up a Zoom meeting with him.
10. Neighbourhood watch have at last responded with paperwork and a representative will provide a short presentation at the January 2023 meeting.
11. 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	April 2021.

	consideration. Other issues to be considered following Origin and Destination survey	
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 th April 2023	August 2021
Glebe Field Right of Way	Application for right of way to be added to the definitive map – as 12 months have passed without a decision, an application has been made to the planning inspectorate for a direction requiring Essex County Council to determine the issue.	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
Garden licence	To speak to executor at the end of 2022 to progress issue	August 2022

The Clerk further reported that the Little Waltham Parish magazine had placed 60th out of 450 Parish magazines in the A5 category.

A communication from Essex County Council about fast Broadband coming to parts of the Parish will be promoted on the Facebook page.

It was noted that the EALC are hosting online election briefings and it was agreed that the Clerk attend with a view to reporting back to Councillors in due course regarding the forthcoming election in May 2023.

The report was otherwise **accepted**.

22/189: New Planning applications

22/189.1 22/05196/TPO - Merefields, Main Road, Little Waltham – T1 - Oak -

Remove dead wood over 50mm in diameter - Reason: To promote good health within canopy and remove risk of falling – **No Comments**

22/189.2 22/00198/S73 - Timbuctoo Cottage, Blasford Hill, Little Waltham -

Removal of condition 4 of planning permission 22/00198/FUL (Change of use from office to dwellinghouse) to account for the retention of the existing plumbing system – **No Comments**

22/189.3 22/05607/CAT - 29-31 The Street, Little Waltham - Cypress (labelled T3) -

Reduce the height and spread by 3m - Reason: General maintenance; T4, Ash (labelled T4) (located at rear boundary) - Reduce height by 3m. Prune lateral spread by 2.5m - Reason: General maintenance; T5 Sycamore (labelled T5) (located at rear boundary) - Reduce height by 3m. Prune lateral spread by 2.5m - Reason: General maintenance – **No Comments**.

22/189.4 22/01847/FUL - 98 The Street, Little Waltham - Erection of Detached Garage with attached Carport and Reinstatement of Shop Forecourt

including step and wall – Amended application – Councillors noted in the amended plans it shows bollards along the front boundary by the hardstanding. It is not clear from the plans what material they are made of and whether they are retractable. Councillors **agreed to object** to the application as the bollards are not in keeping with the historic nature of the property and street scene and that the original railings should be reinstated.

22/189.5 22/01950/FUL – Zone 1 Chelmsford Garden Community, Pratts Farm Lane, Little Waltham - Application for hybrid planning permission, seeking outline planning permission with all matters reserved, except for means of access at Essex Regiment Way and Belsteads Farm Lane (road to Park Farm), for a mixed-use scheme comprising up to 1,500 new homes (Use Class C3)

22/189.6 22/01950/OUT – Zone 1 Chelmsford Garden Community, Pratts Farm Lane, Little Waltham - Application for hybrid planning permission, seeking outline planning permission with all matters reserved, except for means of access at Essex Regiment Way and Belsteads Farm Lane (road to Park Farm), for a mixed-use scheme comprising up to 1,500 new homes (Use Class C3)

In relation to both of the above applications it was **agreed** to raise concerns in relation to the issue of traffic. It is noted that within the development there is a concerted effort to avoid rat running but that much of the traffic is being directed out to the A130 Essex Regiment Way with comment on the plans indicating that traffic may be expected to travel through the village of Little Waltham. It was **agreed** to make representations that road design and traffic management and calming measures should be put in place to avoid rat running through the historic village centre and conservation area and thus prejudicing neighbouring areas and worsening existing traffic and rat running problems. Also, **agreed** to make representations in relation to the footbridge as it is not clear how that will join to the existing pedestrian rights of way and that there would need to be provision to avoid conflict with traffic in the area including existing junctions. Councillors are due to log in to an information session about the applications and will let the Clerk know any further comments or concerns.

22/190: To note planning responses using delegated powers

The following responses were **noted** -

22/190.1 22/01847/FUL - 98 The Street, Little Waltham - Erection of Detached Garage with attached Carport and Reinstatement of Shop Forecourt including step and wall – **objected** on the basis of concerns that the hardstanding will become the de facto parking area when it is unsuitable for that purpose and that the wall and railings should be reinstated.

22/190.2 EN020027 – East Anglia Green – National Grid application to the planning inspectorate for a scoping opinion for an environmental impact assessment report – Representations submitted that the report should cover impact on wildlife and habitat, rural landscape, vistas and views especially from the Essex Way and the Green wedge, heritage including archaeology, listed buildings and the Conservation area and loss of agricultural land.

22/191: To note Planning Results

The following results were noted -

- 22/191.1 22/02950/DEVST – Land South of Runneymead Cottage, Blasford Hill, Little Waltham – Naming of street to Waltham Grange Close – **Approved**
- 22/191.2 22/02918/DEVST – Land north west of Montpellier Villa, Blasford Hill, Little Waltham – Naming of street to Malthouse Close – **Approved**
- 22/191.3 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 – **Scoping report agreed.**
- 22/191.4 21/02488/REM - Land East Of 1 To 5 Eagle Way Little Waltham - Application for the approval of reserved matters (appearance, layout and scale) in relation to outline application 20/00071/OUT (general industry (b2) and storage and distribution (b8), associated servicing and landscaping - all matters reserved except access) for four light industrial warehouse units (E(g)(iii)) – **Granted**
- 22/191.5 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 objection**
- 22/191.6 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 – **Granted**
- 22/191.7 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 – **Granted**
- 22/191.8 22/01621/FUL - Land East of Channels Drive Roundabout Broomfield - Installation of a mammoth sculpture public art display – **Permitted**
- 22/191.9 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 – **Refused**
- 22/191.10 22/01294/FUL - 6 Sorrell Close, Little Waltham - Retrospective application for construction of a two-storey side extension and front porch alterations. Partial re-build of demolished garage – **Granted**
- 22/191.11 22/01128/FUL - The Wilderness, Leighs Road, Little Waltham - Single storey link extension between annex and The Wilderness to form 1 dwelling – **Granted**
- 22/191.12 22/01129/LBC - The Wilderness, Leighs Road, Little Waltham - Single storey link extension between annex and The Wilderness to form 1 dwelling – **Granted**

22/192: To consider response to the consultation regarding the Broomfield Parish Council Neighbourhood Plan

Councillors considered the response document and **agreed** responses which included agreeing to the principle of conserving valuable landscape and heritage, preventing coalescence between Broomfield and Little Waltham and that Broomfield should collaborate with neighbouring Parishes to make sure that any traffic calming measures do not move problems to other locations.

22/193: Correspondence Essex County Council

1/11/22	Digital Essex Update
4/11/22	Public transport survey
25/11/22	Chelmsford North East bypass update

Chelmsford City Council

4/11/22	Update regarding removal of weeds at Chelmer Avenue
4/11/22	Information about Zoom session regarding the development of the Chelmsford Garden Community

Other

19/10/22	Details about 'The Hedgehog project'
7/11/22	Invitation to Vicar's licencing service
11/11/22	Update from the planning inspectorate regarding progress of Longfield Solar Farm application
23/11/22	Information about Passenger Transport session
25/11/22	Information about Mid Essex NHS Trust meeting

22/194: Amenities report

22/194.1 To consider handyman arrangements and storage of gritting salt

It was noted that a local person had been found who can provide ad hoc quotations for small works and to look to move the salt to the garage of the Pavilion.

22/194.2 To consider the cost of erection of noticeboard in bus shelter

The quote from NJB services was accepted.

22/194.3 To consider tree inspection report and quotes for remedial work

The health and safety tree inspection was considered. It was noted that no works are recommended in relation to trees at the Blasford Hill allotment site. Two tenants had complained that they want trees attended to but as they are minor issues and not recommended in the report, no action will be taken.

In relation to the recreation grounds, it was noted that urgent work to fell one tree has been concluded as it was a danger. Regarding the balance of works 3 quotations were considered and it was agreed to accept the quotation from JCM

Services and to ask them to also undertake some additional work to crown lift two trees in the conservation area and it was agreed to apply for planning permission for that work as it is in the Conservation area.

22/194.4 To consider play area inspection report

The latest operational inspection was **noted**.

22/195: Financial Matters

22/195.1 Payments for approval

The following payments were **approved** –

		£	£	£
Clerk	Salary (Nov.) and backpay	801.28	0.00	801.28
HMRC	PAYE (Nov.)	234.27	0.00	234.27
Essex Pension Fund	Pension contributions (Nov.)	303.16	0.00	303.16
Clerk	expenses	59.55	2.73	62.28
Good Companions	grant	220.00	0.00	220.00
JCM Services	Grass cutting	525.00	105.00	630.00
Essex County Council	Tree inspection report	525.00	105.00	630.00
Huck Nets UK Ltd	tennis net and handle	120.49	24.10	144.59
Seagrave Inspections	play area inspection	120.00	24.00	144.00
Myers Scott Ltd	email accounts and storage	106.90	21.38	128.28
Perspective L/scape	Gardening	50.00	10.00	60.00
DW Maintenance	Gardening and litter picking	412.67	0.00	412.67
EALC	Councillor training event	359.90	71.98	431.88

22/195.2 Bank account balances to be reported at the meeting

As at 30th November current account £91,629.57 and saver account £2,390.08

22/195.3 To note NJC pay award and impact upon the Clerk's salary and holiday entitlement

The impact upon the Clerk's salary and holiday entitlement was **noted**.

22/195.4 To consider appointment of energy agent

After discussion it was agreed to appoint as the energy agent for the Parish Council to investigate whether there are better deals for the utility contracts and assist with resolving issues with the contracts for the Pavilion and the Clerk was authorised to sign the form to appoint them for that purpose.

22/195.5 To consider purchase of reference book

It was agreed to bear 50% of the cost of purchasing the new edition of Charles Arnold Baker on Local Council Administration for the Clerk the balance to be paid by Great Notley Parish Council.

22/195.6 Agree costs for Parish online training

It was noted that there is an option of paying £100 for one year of training or £15 per session. As there are only 2 modules that are relevant and the Clerk and Councillor Williamson with to attend it was **agreed** to pay for the individual modules as opposed to the annual fee.

22/196: Affordable Housing project

No further news.

22/197: To consider draft of budget for financial year 2023/24

The draft budget was considered. The increase in the pension contribution rate was noted. It was noted that the budget will need to be approved at the January meeting at which time the provisional tax base figures will have been approved and it will be clear whether Government is considering capping principles for the Parish sector. As the precept will definitely increase, due to the loss of residents as a result of the Community Governance Review, Councillors will prepare an article for the Parish magazine to explain the situation to residents.

22/198: To consider the issue of traffic in the Parish

22/198.1 To receive update regarding the request for an Origin and Destination survey

A date for the survey is awaited.

22/198.2 To receive update on village gateway scheme

It was noted that the four gateways have been installed. Councillors were very disappointed as they had understood that there would be gates each side but there is only one single gate at each location. It was agreed to raise this issue with Essex County Council and request that a second gate be installed at each location. Also, to request permission for planters by each gate. To make initial enquiries as to the cost of additional gates in the eventuality that the Parish Council decide to purchase them.

22/198.3 To receive update on 20s Plenty initiative

Councillors Watson and Kingham had attended the 20s Plenty briefings. Upon discussing the issue, Councillors **agreed** the following resolution –

That Little Waltham Parish Council supports the 20s Plenty for Essex campaign and that it calls upon Essex County Council to implement 20mph in Little Waltham and confirms that the Parish Council will write to Essex County Council to request 20mph speed limits on streets throughout Essex where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

In addition, it was **agreed** that Councillors Watson and Kingham put together a letter to advise other Chelmsford Councils that Little Waltham Parish Council is supporting the initiative and encouraging them to become involved.

22/199: To receive update regarding recreation grounds and pavilion project

22/199.1 To consider setting up a committee to manage the Pavilion project and future management and maintenance

Upon discussion, it was **agreed** to form a committee for the purpose of managing the pavilion and in particular the refurbishment plus ongoing maintenance and management.

It was further agreed to appoint Councillors Tinson, Allen, Godfrey and Watson as members of the committee and Councillor Kingham as a substitute member such appointments to last until the next review date of the committee in May 2023 or until

the individual Councillor ceases to be a member of the Parish Council whichever shall be the earlier

The terms of reference for the committee were **agreed**.

It was further **agreed** that the committee may choose its chairman together with the dates and times of meetings although the initial meeting will take place on Tuesday 3 January 2023 at 7pm.

It was **agreed** that meetings may take place at the Pavilion or the Memorial Hall depending on availability of venues. The quorum of the committee shall be 3 people. 3 clear days' notice must be provided of the meeting of the committee.

The committee shall be at liberty to appoint a sub-committee and determine its terms of reference and will be at liberty to agree whether to permit the public to attend sub-committee meetings and the notice required for such a meeting.

22/199.2 To consider quotations to repair and replace missing roof tiles on the Pavilion

Quotes were considered and the quote from NJB Services was **accepted**.

22/199.3 To consider quotations to drain the water system at the Pavilion

Quotes were considered. Councillor Tinson advised that he would be willing to carry out the work at no charge and that he has experience and insurance for such a job. It was agreed that the Clerk will check with the Parish Council insurers as to whether that would be acceptable. If that is not possible then to proceed with the quote from NJB Services.

22/199.4 To consider reports on the progress of the Pavilion project and in particular to consider the appointment of a project manager

Following a discussion on the need for a project manager it was **agreed** that appointing a project manager would be the most appropriate way of progressing the project due to their knowledge and experience of building projects and particularly projects in the public sector. Three quotations for project management services were considered and discussed and it was **agreed** to appoint KSA to project manage the Pavilion project.

22/200: To consider response to Transport East survey

Councillors **agreed** a response to the survey to highlight the need for charging points in the village and improvements to cycle provision.

22/201: To consider representations in relation to Boundary Commission consultation regarding Parliamentary boundaries

It was noted that Little Waltham will now remain in the Saffron Walden constituency. **Agreed** no further comments.

22/202: To consider further representations in relation to application to the Planning Inspectorate regarding the application to add rights of way to the definitive map

It was **agreed** to highlight the fact that it appears that a new tenant has been found it is important that the right of way is registered as soon as possible to solidify the position.

22/203: To consider documentation regarding the Hedgehog project

The documentation was considered but it was noted that the hedgehog packs come in quantities of 50 so it was **agreed** to highlight the initiative in the next Parish Council magazine and see if there is any interest prior to agreeing to the purchase of any of the packs.

22/204: Matters to be raised by members for the next agenda

Budget.

Meeting concluded at 9.15pm