

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Meeting of Little Waltham Parish Council held on 7<sup>th</sup> February 2023 at 7.30pm in the Memorial Hall

Present: Councillors                      Antony Kingham (Chairman)  
   Richard Allen  
   Lallie Godfrey  
   Richard Tinson  
   Rupert Watson  
   Suzanne Walker  
Clerk    Mike Steel  
County Councillor

2 members of the public were present

#### **23/21: Apologies**

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

#### **23/22: Declarations of Interests**

None.

#### **23/23: To consider and approve the Minutes 3<sup>rd</sup> January 2023**

The minutes of the meeting of 3<sup>rd</sup> January 2023 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

#### **23/24: Public Forum- to receive any representations from the public**

The Chairman of the Essex Association of Local Councils addressed the meeting and presented a certificate showing that the Parish Council had successfully renewed its Foundation status in the Local Council Awards scheme showing that it meets good standards of governance. He provided information about his role in NALC and commended the Clerk and the Council for the work involved in achieving the award. Councillors reiterated their thanks to the Clerk for the work involved.

Councillor Steel provided his report which advised of the loss of the Highway Ranger scheme for Parishes, the fact that he has submitted over 50 potholes into the member led pothole programme and that it is hoped the scheme will be extended to footpaths in due course. He also advised that there will be two public meetings in relation to ride London. Regarding traffic issues he has ascertained that the 30mph area is further along Back Lane than previously advised by the County Council. Despite pressure from him, highways are not going to prioritise the repair of the no entry signs at Brook Hill. There was discussion in relation to the refusal of a 40mph buffer zone at Back Lane. He advised that a scheme is to be introduced to enable Parishes to install speed indicator devices on streetlights. He also advised that despite chasing up the issue he is still not able to obtain a date as to when the yellow lines are to be installed at Brassie Wood or for the new crossing to be activated in that location. He had attended a recent event where it has become clear that although the amount of car journeys is reaching pre-pandemic levels the use of car parks has not recovered and there is still an underuse. He commented that in relation to the recycling trial he considers it to be unnecessary.

A representative from Citizens Advice spoke to summarise the service provided to residents free of charge and that the organisation is trying to promote the service to those who live outside of Chelmsford City Centre. It was suggested that he provide an article for the Parish magazine to promote the service and request more volunteers. In future outreach events may be possible.

### **23/25: To receive reports from Councillor's attendance at external meetings**

Councillor Godfrey had attended a meeting with the head teacher of the primary school.

### **23/26: Clerk's report**

The Clerk reported as follows –

1. Play in the Park has been booked for Wednesday 12<sup>th</sup> April and Wednesday 9<sup>th</sup> August 2023 with two sessions on each day being from 10am to 12 noon and then 1pm to 3pm.
2. The defibrillator and CPR training, in collaboration with the Channels Residents Community Group has been rearranged for Wednesday 22<sup>nd</sup> March at 7pm at the Beaulieu Community Centre.
3. On 6<sup>th</sup> and 19<sup>th</sup> January I attended courses to understand how to use the new Parish online mapping system.
4. On 24<sup>th</sup> January I attended the EALC elections briefing.
5. The tree that was blocking pathway 28 just beyond the concrete bridge has now been removed by the landowner at the request of Essex County Council.
6. Essex Highways advise that they are looking to repair the damaged 'no entry' signs on Brook Hill shortly.
7. Just to let you know that Zoom has advised that all its packages will increase by £1 as from 1<sup>st</sup> March 2023.
8. Following a number of burglaries in the village I again contacted the Police to try and set up a meeting with Councillors but despite both emails and phone calls have heard no further.  
*The Clerk had heard from the Police officer this morning and he is planning to attend the Parish to carry out speed checks and liaise further with the Parish Council.*
9. On 12<sup>th</sup> January 2023 I attended a meeting with the Chelmsford City Council monitoring officer to update all Chelmsford Clerks on various election and governance issues
10. The planning Inspectorate has confirmed that the examination in relation to Longfields Solar Farm was completed on 18<sup>th</sup> January 2023 and the findings and conclusions arising from the Examination, together with the recommendation will be sent to the Secretary of State for Business, Energy and Industrial Strategy no later than 18 April 2023.
11. Permission has been granted for the tree work to be carried out to the trees at Taylors Park and the work to all of the trees is scheduled for 27<sup>th</sup> February, weather and ground conditions permitting.
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	Project for a refuge to cross the road 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 – Gates now installed, buffer Zone rejected, 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 – matter with planning inspectorate to consider issuing an order to require Essex County Council to deal with application.	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
Garden licence	To speak to executor in February 2023 as to progress issue	August 2022
Repair of no entry signs	Essex Highways advise that repair will be undertaken very soon.	November 2022

In addition, the Clerk advised that the open garden and classic car event will be taking place on 25<sup>th</sup> June.

A complaint had been received regarding the poppies looking scruffy at the War Memorial. Councillor Allen will tidy up the area and the Poppies will be left until the spring.

The report was otherwise **accepted**.

### 23/27: New Planning applications

- 23/27.1 23/02989/DEVST - Proposals for street naming Land East of Drakes Lane Industrial Estate, Drakes Lane, Little Waltham – **No Comments**
- 23/27.2 22/05253/TPO - Land South of Runneymead Cottage, Blasford Hill, Little Waltham - Excavated trial pits ((300mm x 300mm) x 600mm Depth) within the root protection area of T3 Corsican Pine to establish root presence in relation to proposed foot path. Reason: Results from the exploratory excavations will be recorded and used to further inform

- the impacts posed by the proposed footpath to T3 Corsican pine and the suitability of construction methods – **No Comments**
- 23/27.3 23/00035/FUL – 14 Winckford Close, Little Waltham - Proposed single storey rear extension – **No Comments**
- 23/27.4 22/02086/FUL – Silver Ash, Cranham Road, Little Waltham - Replacement roof structure, part replacement of western and eastern walls and internal works following fire damage – **No Comments**

**23/28: To note planning results**

The following results were **noted** –

- 23/28.1 22/05618/CAT - Taylor's Park, Brook Hill, Little Waltham – work to trees in conservation area – **No objection.**
- 23/28.2 22/022979/NEWPRO – confirmation of renumbering of 96 The Street, Little Waltham.
- 23/28.3 22/01735/CLEUD - Pondside 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 – **Granted**
- 23/28.4 22/01748/FUL - Cherry Tree Cottage, Leighs Road, Little Waltham - Proposed detached outbuilding for use as a games room and therapy room – **Granted**
- 23/28.5 22/02161/CUPAQ - Barns opposite the Whitbread Business centre, Whitbread's Farm Lane, Chatham Green - Determination as to whether the prior approval application of the local planning authority is required for the proposed change of use from agricultural buildings to 5 dwellings (class c3) – **Refused**
- 23/28.6 22/05613/CAT - St Martin's Church, Brook Hill, Little Waltham – work to trees in conservation area – **No objection**
- 23/28.7 22/05615/CAT - The Old Rectory, Brook Hill, Little Waltham – work to trees in Conservation area – **No objection**

**23/29: To discuss issues in relation to the proposed link road to Broomfield Hospital and liaison with other Parish Councils**

It was noted that the Chairman and Clerk will be attending a meeting regarding the issue as it appears that the future of this road is uncertain.

**23/30 To consider representations in the Army and Navy sustainable Transport package and in particular the proposals to expand the Chelmer Valley Park and Ride.**

Councillors agreed to ask the question as to what plans are in place to mitigate the impact of traffic that may run through the village to reach the enlarged park and ride and the timetable of construction as it would be expected that the upgrade would take place promptly to cater for increased development in the area.

**23/31 Correspondence  
Essex County Council**

31/1/23

Information about the Consultation to expand the Chelmer Valley Park and Ride

**Chelmsford City Council**

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**Other**

19/1/23

Update regarding the examination of the Longfield Solar Farm proposals by the Planning Inspectorate.  
emails from Pylons East Anglia Ltd.  
Information about Rural Crime day  
East Anglia Green update

25/1/23

25/1/23

31/1/23

Usual bulletins

**23/32: Amenities report**

**23/30.1 To consider specification for litter picking and gardening in the Parish.**

The specification was agreed to enable the Clerk to obtain quotes to replace DW Maintenance as their contract finishes at the end of March. It was however commented that the Parish Council would wish to meet with the successful contractors to discuss the future maintenance of the Parish and in particular the future of planters and tubs and possible future planting although it was noted that any additional planting of flowers etc. would require the consent of the landowner.

**23/30.2 To consider quote for play area repairs**

There is a depression in the wetpour by the rocking horse so the Clerk has approached the original contractor who has advised the guarantee was for one year and that has expired. However, he has agreed to repair it for £225 which was agreed. His costs were further agreed to repair one of the goalends and install the tennis net and handle.

**23/33: Financial Matters**

**23/33.1 Payments for approval**

The following payments were **approved** –

Clerk	Salary (Jan.)	548.95	0.00	548.95
HMRC	PAYE (Jan.)	132.80	0.00	132.80
Essex Pension Fund	Pension contributions (Jan.)	205.58	0.00	205.58
Clerk	expenses	49.36	3.39	52.75
EALC	training course	45.00	9.00	54.00
LW Memorial Hall	hall hire	60.00	0.00	60.00
Allotment Society	subscription	55.00	11.00	66.00
Chagos consulting Ltd	Parish online training 1	15.00	0.00	15.00
Chagos consulting Ltd	Parish online training 2	15.00	0.00	15.00

Perspective Landscape	gardening	25.00	5.00	30.00
N Barnes	repair work to Pavilion	425.00	0.00	425.00
Perspective Landscapes	gardening	25.00	5.00	30.00
DW Maintenance	gardening and litter picking	421.67	0.00	421.67
Parkinson partnership	subscription to VAT advice	200.00	0.00	200.00
Chagos consulting Ltd	Parish online training 3	15.00	0.00	15.00

**23/33.2 Bank account balances to be reported at the meeting**

Current account £85,831.30 and saver account £2,397.83

**23/33.3 To consider Quarterly financial report**

The Quarterly report was considered and **accepted**.

**23/33.4 To consider Data Audit**

The Data audit was considered and **accepted**.

**23/33.5 To consider Financial Risk Assessment**

The financial risk assessment was considered and **accepted**.

**23/34: Affordable Housing project**

No further news.

**23/35: To consider representations regarding new arrangements for the use of the local recycling centre**

Councillors **agreed** to submit objection to the proposals on the basis that there is no issue accessing the Chelmsford recycling centre and that the argument that queuing cars creating emissions is not relevant. It was considered the proposals could result in an increase in fly tipping and would prejudice residents who do not have online access.

**23/36: To consider the issue of traffic in the Parish**

**23/36.1 To receive update regarding the request for an Origin and Destination survey**

The results of the survey are awaited. Once received Councillors can decide if assistance is required in interpreting the data or suggesting solutions.

**23/36.2 To discuss issues impacting upon traffic in the village as a result of ongoing plans for the Chelmsford Garden Community.**

It was noted that a complaint has been received from a resident who has complained that traffic from New Hall school is creating an issue in Domsey Lane. Enquiries will be made as to the directions for access being provided by the school prior to approaching the school.

**23/36.3 To receive update on village gateway scheme and consider whether further applications are required to the Local Highway Panel in relation to this issue**

Councillors will gather evidence of issues in Back Lane with a view to considering submitting a further application for gates and a buffer zone. The view was expressed that it would be useful for a highway engineer to attend the area to

witness the issues. Also, for the Clerk to find out more about speed indicator devices and to put this on a future agenda.

**23/36.4 To consider applying for planting/planters in the locations of the village gates**

Councillors will take a look at the location and then come back to the Clerk with ideas.

**23/36.5 To receive update on 20s Plenty initiative**

Councillor Watson reported that over 60 Parishes have signed up to the support the scheme with a further 20 considering the issue. Councillors **agreed** to purchase 200 bin stickers at a cost of £180 and to promote the issue in the Parish magazine.

**23/36/6 To consider whether to apply for a crossing adjacent at Eagle Way**

It was noted that this area will soon be within the boundaries of the new Chelmsford Garden Community and due to the length of time it takes for such applications to be resolved, this Parish Council will not seek to make this application but leave it in the hands of the new Council.

**23/37: Pavilion project**

**23/37.1 To receive update from Pavilion sub-committee**

The draft minutes of that meeting were **noted**.

**23/37.2 To consider the VAT advice and decide upon certain issues relation to the project**

The list of activities for the building were noted and agreed and it was further agreed not to charge for use. The Clerk will now obtain VAT advice regarding the project and she was authorised to sign the letter of engagement with the advisor.

**23/37.3 To consider draft plans and requirements for the pavilion project.**

There was considerable discussion regarding the draft plans. It was agreed that there should not be unisex toilets but separate toilets for ladies and gentlemen. It was also agreed that there is no need for a shower. Councillors will give the plans further consideration and then another sub-committee meeting will be arranged with the project manager to discuss the plans and the details requested by him.

It was **agreed** to suspend standing orders to allow the meeting to finish even though it has now reached two hours.

**23/38: To receive an update regarding assisting with Warm Space project in the Parish**

As the Memorial Hall is not available and no other suitable venue could be found, it was **agreed** to consider the issue once the Pavilion project has been concluded which will probably be next year.

**23/39: To consider events in the Parish**

**23/39.1 To consider whether to assist or host any events for the King's Coronation**

The Clerk was asked to find out whether the Memorial Hall have any plans and to put this issue on the March agenda for consideration.

**23/39.2 To consider hosting a Christmas event in the Parish**

Councillors expressed a wish to have a concrete pad and tube in the field by the Pavilion so that a large tree can be placed there and have access to electricity and to look to provide food and have carols with a Salvation Army band and to aim to have the event on 2<sup>nd</sup> December. The Clerk asked Councillors to consider the precise location and this information will be provided to enable further consideration to be given to this.

**23/40: Matters to be raised by members for the next agenda.**

None.

Meeting concluded at 9.45pm