

# LITTLE WALTHAM PARISH COUNCIL

## Minutes of the Meeting of Little Waltham Parish Council held on 3<sup>rd</sup> April 2023 at 7.30pm in the Memorial Hall

Present: Councillors Antony Kingham (Chairman)  
Richard Allen  
John Burrow  
Lallie Godfrey  
Richard Tinson  
Rupert Watson  
Clerk Suzanne Walker  
County Councillor Mike Steel  
No members of the public were present.

### **23/58: Apologies**

Received from Councillors Williamson and Readings and City Councillor Knight.

### **23/59: Declarations of Interests**

None.

### **23/60: To consider and approve the Minutes 7<sup>th</sup> March 2023**

The minutes of the meeting of 7<sup>th</sup> March 2023 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

### **23/61: Public Forum- to receive any representations from the public.**

No members of the public were present. Councillor Steel provided an update and advised that he has chased up the Origin and Destination survey but is not in a position to provide a date by which it will be received. He is hoping that the refuge on the B1008 could be funded by Bloor Homes and is pesuing that aspect. He has reported a number of deep potholes on the A131 by Chatham Green for attention and has raised the issue with Lee Scott. There will be a pavement scheme later in the year. An order has been issued to keep byway 51 closed for one more year. Complaints have been received regarding the online booking system for recycling centres. Mike also provided an update on the initiative regarding assessing lampposts for SID devices which has yet to be introduced but is being considered.

### **23/62: To receive reports from Councillor's attendance at external meetings.**

Councillor Godfrey met with the head teacher of the primary school and he is keen to engage with the Gardening club.

### **23/63: Clerk's report**

The Clerk reported as follows –

1. On 17<sup>th</sup> March I attended an online meeting regarding Passenger Transport issues. It was advised that if a particular Parish Council would like a member of the Passenger Transport team to attend a meeting and work to increase public transport use in the Parish they would be welcome to come along. *Councillors requested that a person from public transport be invited to a future meeting.*

2. 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 – in design phase	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 which has been undertaken with results awaited. Gateway and buffer zone to be reconsidered and more evidence is being collected of issues in that area	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

The Clerk also confirmed that the Love Your Parish day when Chelmsford City Council carry out extra litter picking and street sweeping in the Parish will take place on 8<sup>th</sup> June 2023.

The report was otherwise **accepted**.

### 23/64: New Planning applications

23/64.1 23/05038/TPO - Sparrowhawks, Main Road, Little Waltham – work to tree covered by Tree Preservation Order – **No Comment**

23/64.2 23/00254/FUL - 13 Chapel Drive, Little Waltham - Garage conversion to provide habitable space (study and utility) including new pitched roof with addition of roof light – **No Comment**.

- 23/64.3 23/00319/FUL - The Chimneys, Braintree Road, Little Waltham - Retrospective planning application to use Annexe as residential guest accommodation – **No Comment**
- 23/64.4 23/00287/FUL - 2 Albatross Way, Little Waltham - Retrospective Garage conversion into habitable living space – **Not considered** as this property is no longer within the Parish.
- 23/64.5 23/00251/FUL - Land South of Timbuctoo Cottage, Main Road, Little Waltham – erection of a new 3 bed house – **Agreed** to support the comments of the Conservation officer.
- 23/64.6 21/00881/FUL - Broomfield Hospital, Hospital Approach, Broomfield - Formation of highway connection north of Woodhouse Lane, closure of sections of Woodhouse Lane, provision of turning heads north of Woodhouse Lane and connection to existing highway drainage - amended plans – **Agreed** to raise a concern that the measures to deal with hospital traffic could include a mini bus service and Councillors are anxious that the service does not drive through the village centre but along Essex Regiment Way to Sheepcotes roundabout.
- 23/64.7 20/02064/OUT - Strategic growth Site north of Woodhouse Lane - Outline application for residential development for up to 512 dwellings including affordable housing and custom build homes (Use Class C3), Local Centre (Use Classes E, F.1 and F.2), formal and informal open space, and associated infrastructure. All matters reserved except for primary access – Amended documents – **No Comments.**

### **23/65: To note planning results.**

The following results were **noted** -

- 23/65.1 22/01847/FUL - 98 The Street, Little Waltham - Erection of Detached Garage with attached Carport and Reinstatement of Shop Forecourt including step and wall – **Granted**
- 23/65.2 22/02058/FUL - Land south of The Wilderness, Leighs Road, Little Waltham - Retrospective planning application for conversion and extension of domestic stable accommodation to create separate dwelling including associated works and landscaping – **Granted**
- 23/65.3 23/00035/FUL - 14 Winckford Close, Little Waltham – Proposed single storey rear extension – **Granted**
- 23/65.4 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 – **Granted**
- 23/65.5 22/02278/FUL - Merefields, Main Road, Little Waltham – proposed detached double gate and new gate and wall and associated landscaping – **granted**
- 23/65.6 22/02317/FUL - Channels Golf Club, Belstead Farm Lane, Little Waltham - Retrospective application for covered porch, landscaping, patio, bollard lighting, clear fence enclosure and fixed umbrellas – **granted**
- 23/65.7 23/00105/ADV - 6 Regiment Business Park, Eagle Way - Installation of illuminated signage on existing building – **granted**
- 23/65.8 23/00012/FUL - 19 Church Hill, Little Waltham – single storey rear kitchen extension – **granted**
- 23/65.9 23/00075/FUL - 6 Chelmer Avenue, Little Waltham - Demolish outbuilding on the side of the existing house, double & single storey side and rear extension with entrance porch canopy – **granted**

23/65.10 23/00094/FUL - 25 Condor Gate, Little Waltham – single storey rear extension – **granted**

23/65.11 Land adjacent to Park Farm, Channels Drive, Boreham - 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 and landscaping - **Granted**

**23/66: Correspondence  
Essex County Council**

16/3/23 Notification of temporary closure of Croxtons Lane

**Chelmsford City Council**

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**Other**

6/3/23	Invitation to RCCE events
10/3/23	Update regarding the East Anglia Green project
13/3/23	email from Kemi Badenoch MP with update regarding East Anglia Green
17/3/23	Notes of meeting at Bulls Lodge Quarry

**23/67: Amenities report**

**23/67.1 To consider play area inspection report**

The report was noted and Councillors asked the Clerk to obtain quotes to repair the fencing around the tennis court and also to jet wash the court and repair some of the damaged surface.

**23/67.2 To consider issue regarding broken winding mechanism of tennis posts**

It was noted that the new winding mechanism does not fit the post due to its age, so alternatives are being considered.

It was also noted that the grass cutting contractor had found a tree stump in the field and offered to grind it down. The offer and associated costs were **accepted and agreed**.

**23/68: Financial Matters**

**23/68.1 Payments for approval**

The following payments were formally **approved** –

**Direct Debits**

		£	VAT	Total
27/3/23	Water for allotments	207.12	0.00	207.12
31/3/23	Unity Trust bank charges	18.00	0.00	18.00

**Payments made via online banking on 13<sup>th</sup> March 2023 pursuant to agenda items 23/51.4 and 23/54.1**

Huck Nets Ltd	Winding mechanism	117.96	23.59	141.55
MMedia Group	hire of screen	2,500.00	500.00	3,000.00

**Payments to be made via online banking**

Clerk	Salary (March.)	548.95	0.00	548.95
HMRC	PAYE (March.)	132.80	0.00	132.80
Essex Pension Fund	Pension (March)	205.58	0.00	205.58
Clerk	expenses	214.13	6.47	220.60
LW Memorial Hall	Grant for Punch and Judy	200.00	0.00	200.00
Seagrave Inspections	play area inspection	130.00	26.00	156.00
Dor2Dor (Chelmsford)	distribution of magazine	498.00	99.60	597.60
LW Memorial Hall	contribution for rose garden	22.76	0.00	22.76
Chelmsford City Council	Rent for Taylor's Park	1,500.00	0.00	1,500.00
Chelmsford City Council	Pre-application planning fee	425.00	0.00	425.00
DW Maintenance	gardening and litter picking	421.00	0.00	421.00
Perspective Landscapes	gardening	25.00	5.00	30.00
RCCE	village hall section subs, with 50% discount	30.00	6.00	36.00
EALC	subscription	330.39	0.00	330.39
DM Payroll services Ltd.	Payroll services	120.00	0.00	120.00

**By Cheque**

Anglian Water	Pavilion Water bill	923.81	0.00	923.81
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**23/68.2 Bank account balances to be reported at the meeting.**

As at 31<sup>st</sup> March 2023 current account £76,513.05 and saver account £2,409.08

**23/68.3 To review internal financial control procedures.**

The report regarding internal financial control procedures was considered and agreed.

**23/68.4 To approve list of regular financial payments**

The following list of payments was agreed provided payments are made within budget –

Payee	Payment type	Frequency
Employee	Salary and expenses	monthly
HMRC	Tax and NI	monthly
Essex pension fund	Pension provision	monthly
Perspective Landscapes	Gardening and litter picking	Monthly
JCM Services	Grass cutting	monthly
Seagrave Inspections	Play area inspections	Quarterly
Paul Clark Printing	Publication of magazine	Quarterly
Wave	Water bills	Every 6 months
Lambert Smith Hampton	Allotment rent	Every 6 months
D Malley	External Payroll	Annually
Information Commissioner	Data protection registration	Annually

BHIB	Renewal of Parish Council insurance	Annually
Titan Storage	Renewal of rent for storage unit	Annually
Myers Scott	Domain fees and SSL certificate together with ad hoc IT support	Annually
EALC	Annual subscription and NALC subscription	Annually
RCCE	Annual subscription including village hall section	Annually

**23/68.5 To agree to set up a Direct Debit to pay the water account in relation to the Pavilion.**

It was **agreed** to set up a direct debit to pay future water bills relating to the Pavilion in this way.

**23/68.6 To agree that the Clerk may claim expenses for her telephone bill for Parish Council business.**

It was **agreed** that the Clerk may claim her telephone expenses each month. It was requested that the Clerk look into the acquisition of a credit card from Unity Trust to pay other expenses that she incurs in her role.

**23/69: Affordable Housing project**

No further updates.

**23/70: To consider ongoing arrangements for the event for the King's Coronation**

Regarding the flyer, Councillor Allen had liaised with a local graphic designer who had come up with a proof. Some amendments were **agreed** and Councillor Allen will provide the final proof to the Clerk so that she can send it for printing. It was **agreed** to accept the quote from Reprohouse. Once printed the leaflets will be delivered by Councillors. Councillors also **agreed** to purchase extra bunting and a Union flag for the event. Parking arrangements have been agreed with the GP surgery and Tufnell Hall so the Safety plan was finalised. Another meeting will be arranged with the Memorial Hall to finalise practical arrangements for the days.

**23/71: To consider the issue of traffic in the Parish**

**23/71.1 To consider progress regarding Origin and Destination survey**

The Clerk was asked to again press Essex Highways to provide the survey as soon as possible.

**23/71.2 To consider plans for pedestrian refuge on B1008**

No further issues to raise.

**23/72 Pavilion project**

**23/72.1 To receive update regarding the project and to approve any amendments to the plans**

Chelmsford City Council had provided consent and feedback on the proposals in their capacity as Landlord. In particular they were concerned about a proposed parking space adjacent to the garage so upon discussion Councillors agreed there is no need for a parking space so that can be excluded from the design. The

application for pre-application planning advice has been submitted with the outcome awaited. There were still 4 outstanding issues for Councillors to comments upon in the design being the design of the solar panels, the alarm system, the internal fire door and the electrical radiators. Photos of the preferred items will be sent to the Clerk for onward transmission to the project manager.

**23/73: Matters to be raised by members for the next agenda.**

20s Plenty, annual accounts.

Meeting concluded at 8.35pm