

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting of Little Waltham Parish Council held on 16th May 2023 at 7.30pm in the Memorial Hall

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

One member of the public was present.

23/73: To elect the Chairman for the Civic Year

Councillor Godfrey nominated Councillor Kingham to be the Chair for the year which was seconded by Councillor Tinson and **agreed** by all Councillors.

23/74: Apologies

Received from Councillor Burrows.

23/75: Declarations of Interests

Councillor Kingham declared a pecuniary interest in agenda item 23/81.6 and stated that he would leave the hall for that item.

23/76: To consider and approve the Minutes 3rd April 2023

The minutes of the meeting of 3rd April 2023 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

23/77: To consider Committees and Representatives for the Civic Year

The Committee structure and terms of reference were considered. It was **agreed** that all Councillors are members of the personnel committee and that Councillors Burrow, Watson and Kingham to sit on the Personnel sub-committee.

The members of the Pavilion management committee **agreed** to be Councillors Kingham, Allen, Watson, Godfrey and Tinson (all full members with no substitute members). The traffic working group consists of Councillors Burrow, Godfrey, Kingham and Allen.

The following representatives were **agreed** –

Play area inspections	Councillors Kingham and Allen
Poole and Aley link person	Councillor Watson
GP Patient Participation group	Councillors Watson and Kingham
Primary school link person	Councillor Godfrey
Allotment link person	Councillor Kingham
Representative to Memorial Hall	Councillor Watson
Planning representatives	Councillors Kingham and Burrow

It was agreed to not have a link person to Channels as it is no longer part of the Parish. The defibrillator inspection rota will be updated to remove the two former Councillors. It was also agreed to close the Parish Council Facebook group as the Community Chatterbox group has more visibility and is more frequently used by

Councillors in any event. It was agreed to add Councillor Godfrey as an administrator of the website.

23/78: Public Forum- to receive any representations from the public.

Councillor Steel confirmed that he has been returned as an elected member of Chelmsford City Council together with Nicola Bugby and Philip Wilson. He remains the County Councillor. He explained that the Local Highway Panel budget has been increased predominantly to deal with potholes with less money available for schemes. He has logged the state of the pavements in Little Waltham. He explained that he has been trying to progress the provision of the results of the Origin and Destination survey and met with an engineer and the LHP officer yesterday and the consideration of the data has yet to be commenced. He advised that the engineer stated that the results would be available by the end of June. After discussion where Councillors were concerned at the length of time being taken it was **agreed** that a letter of complaint is sent to cabinet member Lee Scott. Councillor Steel also mentioned that a resident had complained about a parked car at Chelmer Avenue. Councillors stated that if more complaints are received the issue can be added to a future agenda for consideration.

Councillor Steel had provided feedback regarding the position of the gate at Back Lane so Councillor **agreed** to deal with the agenda item at this stage

23/89.3 To consider application to the Local Highway Panel regarding the position of the gate at Back Lane.

Three options had been provided which were to move the position of the gate to another place on Back Lane, to re-install it in the previous position on Back Lane or to take no further action. Following discussion, Councillors **agreed** to request that the gate is replaced in its previous position and also asked Mike Steel to press for a 30mph roundel to be added to the gate which he agreed he would raise with the Local Highway Panel.

Mike then left the meeting as did the resident.

23/79: To receive reports from Councillor's attendance at external meetings.

Councillor Godfrey had met with the head teacher of the primary school.

23/80: Clerk's report

The clerk reported as follows:

1. The tree stump has been ground down in the playing fields
2. The play in the park session during the school Easter holiday was attended by 69 children in the morning and 24 in the afternoon. The afternoon numbers were lower due to rain, but I understand that the event was enjoyed by all who attended.
3. I have circulated the report from the public transport meeting and invited a representative to attend a Parish Council meeting but I am still awaiting a response
4. I am still awaiting a response from the resident regarding the outstanding garden licence, so I intend to carry out Land Registry search to ascertain current ownership and progress the matter.

5. 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 – awaiting funding	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 th April 2024	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 report was **accepted**.

23/81: New Planning applications

- 23/81.1 23/05059/TPO - Land South of Runneymead Cottage, Main Road, Little Waltham – work to tree covered by a Tree Preservation Order – **No comments**
- 23/81.2 23/05028/TPO - 71 The Street, Little Waltham – work to tree covered by a Tree Preservation Order – **No comments**
- 23/81.3 23/00525/FUL - Land between Peartree Cottage and Daffodil Cottage, Braintree Road, Little Waltham - Demolition of existing storage buildings and construction of replacement 3-bedroom chalet bungalow and single cart lodge. To include a new access from the A131 via existing gateway – **Agreed** to raise a concern that any access should

not conflict with the public highway especially as this is an area where there will be a new road configuration as a result of the construction of the Chelmsford North East bypass.

23/81.4 23/00574/FUL - Chelmer Valley Park and Ride - The inclusion of secondary temporary uses within the approved Chelmer Valley Park and Ride facility – **agreed** to raise a concern of the impact of traffic as a result of some of the commercial uses and that the Parish Council would wish there to be high level traffic management plans in place for any events.

23/81.5 23/00709/ADV - Waltham Service Station, Main Road, Little Waltham - Retrospective application for non-illuminated freestanding sign – **No comments**

Councillor Kingham then left the hall and it was **agreed** that Councillor Watson chair in his absence

23/81.6 23/00705/FUL – The Weir, Brook Hill, Little Waltham – garage conversion to habitable accommodation – **No comments**

Councillor Kingham then returned to the meeting.

23/82: To note planning results

The following planning results were **noted** -

23/82.1 21/00039/LBC - 84 The Street, Little Waltham - Remove old windows with like for like replacements. Replacement front door – **granted**

23/82.2 ESS/147/20/CHL/ ESS/148/20/CHL - Bulls Lodge Quarry, Generals Lane, Boreham – continuation of development permitted by CHL/1890/87 without compliance with certain conditions – **Granted** subject to a legal agreement being implemented.

23/82.3 23/00097/FUL - The Millstone, Blasford Hill, Little Waltham - Retrospective application to extend height of front wall – **granted**

23/82.4 23/00094/FUL - 25 Condor Gate, Little Waltham – single storey rear extension – **granted**

23/82.5 23/05038/TPO - Sparrowhawks, Main Road, Little Waltham – work to tree covered by Tree Preservation Order – **Granted**

23/82.6 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 – **granted**

23/82.7 23/00319/FUL - The Chimneys, Braintree Road, Little Waltham - Retrospective planning application to use Annexe as residential guest accommodation – **granted**

23/82.8 23/00287/FUL - 2 Albatross Way, Little Waltham - Retrospective Garage conversion into habitable living space – **Refused**.

23/83: To undertake annual review of policies.

The following policies were reviewed and **agreed** no changes to make – Standing Orders, Financial Regulations, Freedom of Information scheme, Media policy, complaints policy, Data Protection Policy, Disciplinary and Grievance procedure, Investment policy, vexatious complaint policy, Training policy and Representation protocol.

23/84: To confirm that the Parish Council is still complaint with the criteria for the Foundation award within the Local Council Award Scheme

It was confirmed that the criteria is still met.

23/84: To consider use of the General Power of Competence

As all 6 Councillor have been elected out of the 7 available spaces and as the Clerk holds the relevant CILCA qualification, Councillor Kingham proposed that the Council resolve the use the General Power of Competence. This was seconded by Councillor Watson and **agreed** by all Councillors.

23/85: Correspondence

Essex County Council

25/4/23

Passenger Transport meeting report

Other

25/4/23

Essex playing Field magazine

23/86: Amenities report

23/86.1 To consider quotations to repair the fencing around the tennis court

Upon considering the quotes it was agreed to appoint Premier Sports Surfaces to carry out the work.

23/67.2 To consider cost of purchase of new winding mechanism of tennis posts

The quote to purchase a new winding mechanism was agreed and provided it fits the previous winding mechanism can be returned.

23/86.3 To consider the quotes to jet wash the tennis court and repairing the surface

Upon considering the quotes it was agreed to appoint Premier Sports Surfaces to repair the small holes in the surface, carry out moss treatment and to jet wash the court. Councillors were grateful to the Memorial Hall for agreeing that their water supply may be used for that purpose at no cost.

23/86.4 To consider purchase of signage for playing field gate

It was agreed to arrange for a sign to be designed and installed to deter parking in front of the gate which has inconvenienced the grass cutting contractor.

23/87: Financial Matters

23/87.1 Payments for approval

The following payments were approved –

Online banking payments

made on 2nd May 2023

Clerk	Salary (April.)	548.95	0.00	548.95
HMRC	PAYE (April.)	132.80	0.00	132.80
Essex Pension Fund	Pension (April)	216.13	0.00	216.13

Clerk	expenses	175.68	28.26	203.94
Paul Clark Printing	Coronation leaflets	65.00	0.00	65.00
BHIB Ltd.	Parish Council insurance	1153.28	0.00	1,153.28

Made on 3rd May

MMedia Ltd	fee for music licence	55.00	11.00	66.00
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Payments to make

LW Memorial Hall	hall hire	60.00	0.00	60.00
Chelmsford City Council	play in the park fees	240.00	0.00	240.00
Perspective Landscapes	gardening and litter picking	400.00	80.00	480.00
JCM Services Ltd	grass cutting	575.00	115.00	690.00
EALC	Training course	380.00	76.00	456.00
KSA Property	Pavilion drawings	2,100.00	420.00	2,520.00
A Wood	Internal audit	150.00	0.00	150.00
Active Management	Hire of storage unit	767.50	153.50	921.00

23/87.2 Bank reconciliation statement

The bank reconciliation statement for April 2023 was presented and accepted which showed the current account balance at £91,581.06 and the saver account balance at £2,409.08.

It was noted that this month a sum of £33,378.69 has been received by way of a CIL contribution.

23/87.3 To consider the internal audit report

The internal audit report was presented. Some minor matters were brought to the attention of Councillors and **agreed** as follows –

The stating of the precept amount – following comments in a previous audit, the precise precept for last year and the current year is clearly stated in the relevant minutes so no action to take.

Reserves – the figure is high due to the fact that the Council is planning for the Pavilion refurbishment and appropriate amounts have been earmarked so no requirement to review the Reserves policy as suggested at this stage.

Clerk's expenses – a credit card is being investigated so that the Clerk does not need to reclaim money paid for the Council.

Precept figure - The amount stated by Chelmsford City Council as being paid in the precept differs by a few pounds from the amount paid – this has been the case for some time due to the method in which the City Council rounds its figures so no action to take other than providing proof of payment to the external auditor.

23/87.4 To consider and approve the Governance statements within the Annual Governance and Accountability Return.

The Governance statements on the Annual Governance and Accountability return were considered and **approved**.

23/87.5 To consider and agree the draft accounts and the accounting statements within the Annual Governance and Accountability Return.

The accounts for year end 31st March 2023 were considered and **approved**. The accounting statements on the Annual Governance and Accountability Return were considered and **approved**.

23/87.6 To confirm the dates for the exercise of public rights.

It was **agreed** that the period for the exercise of public rights will be 5th June to 14th July 2023.

23/87.7 To review the signatories to the bank account

Following the election, it was **agreed** to remove former Councillor Williamson from the bank account and to add Councillor Godfrey as a signatory to the account with access to online banking.

23/87.8 To review Direct Debit payments.

It was noted that the current direct debit payments are the registration to the ICO, bank charges to Unity Bank and two payments to Wave one for the allotment water and the other for the Pavilion water provision and it was **agreed** that these direct debits continue.

23/88: Affordable Housing project

A report had been received from the RCCE that the Church is reconsidering what land to provide for the scheme. They have been advised that the Church is considering how much land is required for burial plots and is reviewing whether there should be further consultation. The Clerk had requested that Councillors be invited to a future meeting with the Church to see how the project may be progressed and is awaiting a response.

23/89: To consider the issue of traffic in the Parish

23/89.1 To consider progress regarding Origin and Destination survey

As discussed earlier in the meeting to submit a complaint to Councillor Lee Scott the cabinet member for Highways regarding the fact that the survey is still outstanding.

23/89.2 To consider issues surrounding the 20s Plenty campaign and consider whether to purchase further signage.

After much discussion, it was agreed to enquire as to the cost of producing signage of 600mm x 600mm to display the 20s Plenty logo around the village.

23/89.3 To consider application to the Local Highway Panel regarding the position of the gate at Back Lane.

Dealt with earlier in the meeting

23/89.4 To consider resident's complaint regarding issues of crossing Brook Hill adjacent to the GP surgery

As only one complaint had been received to take no further action at this stage.

23/:90 To receive update regarding Pavilion project

The outstanding information on specification required from Councillors has just been received so will be sent to the project manager so that he can look to provide indicative costs of the project so that grant applications may be progressed. The response from the City Council is expected soon regarding the pre-planning advice application. It was noted that Wave are not willing to offer any refund on the large water bill calculated from when the Council took on the Pavilion in November 2021

as they state that the water leak did not occur at the water meter but within the property. The stop cocks have now been turned off.

23/91: To consider representations regarding the Essex County Council ward review

No comments.

23/92: To consider resident's request for a defibrillator at Chatham Green

A resident had requested that the Parish Council erect a pole next to the noticeboard in Chatham Green to accommodate a defibrillator for which residents are attempting to raise money to acquire. As the land is owned by Essex County Council their consent would be required. It was therefore **agreed** to respond that it would be easier for the residents to approach the Windmill public house and request that the defibrillator be located on their wall. This would also assist them with the provision of power.

23/93: To review the Coronation event

It was considered that the event proceeded well and was appreciated by residents in bringing the community together. No issues as to the organisation. It was **agreed** that for future events that planning start a little earlier.

23/94: Matters to be raised by members for the next agenda.

The Christmas event. Fencing around the playing fields and vegetation around the playing fields.

Meeting concluded at 9.05pm