

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting of Little Waltham Parish Council held on 6th June 2023 at 7.30pm in the Memorial Hall

Present: Councillors Antony Kingham (Chairman)
John Burrow
Lallie Godfrey
Richard Tinson
Rupert Watson
Clerk Suzanne Walker
City Councillor Philip Wilson
County Councillor Mike Steel
2 Representatives from Opus Homes
No members of the public were present.

23/95: Apologies
None.

23/96: Declarations of Interests
None.

23/97: To consider and approve the Minutes 16th May 2023
The minutes of the meeting of 16th May 2023 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

23/98: Public Forum- to receive any representations from the public.
The two representatives from Opus Homes spoke about the proposals to build a retirement village on land north of the current Bloor Homes site. They explained the concept of their retirement villages and the background to the company and stated that the villages offer a benefit for the community and that they wish to work with stakeholders to bring the project forward. It was noted that they are yet to receive pre-application planning advice from Chelmsford City Council and do not intend to submit a planning application until later in the year. Councillors asked some questions including whether any traffic surveys have been carried out to assess the impact upon surrounding roads.

Councillor Wilson spoke to introduce himself as one of the new City Councillors.

Councillor Steel spoke to say that the member led pothole programme is again under way and he has put forward a pothole highlighted in the village centre and has noted repair work is required to pavements in the village too. He explained his efforts to required the County Council to cut the grass in the central reservation of the B1008. He agreed to chase up the origin and destination survey that is still awaited.

23/99: To receive reports from Councillor's attendance at external meetings.
Councillor Godfrey had met with the head teacher of the primary school.

23/100: Clerk's report

The Clerk reported as follows –

1. Chelmsford City Council has added a 'learn to ride a bike' session to the Play in the Park event in August.
2. Due to the previous lock being stolen, I have arranged to replace the lock on the allotment shed at the recreation grounds.
3. The gate at Back Lane is to be replaced and 30mph roundels added.
4. Regarding the application for the right of way at Glebe Field to be added to the definitive map, the planning inspectorate provided a letter from Essex County Council advising that they do not anticipate dealing with the matter for around another 30 months due to workload and backlogs. The planning inspectorate are therefore appointing an inspector to determine the issue.
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	Applications for restrictions in the village centre – awaiting response regarding the Origin and Destination survey carried out in January 2023.	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
Registration of the Memorial Hall with HM Land Registry	Await confirmation regarding the site plan from the Memorial Hall	November 2021

The Clerk also provided Councillors with the list of roads for the distribution of the magazine by Councillors which has been agreed since the setting of the budget. Some reservations were expressed but it was agreed to undertake the distribution and see how workable it is. The report was otherwise **accepted**.

23/101: New Planning applications

23/101.1 23/00617/FUL - 8A Roman Road, Little Waltham - Proposed single storey side addition porch and relocation of front door. Alterations to front elevation - **No Comments**

23/101.2 23/00741/FUL - Sparrowhawks, Main Road, Little Waltham - Demolition of existing garage. Single storey rear and side extensions with alterations to fenestration -**No Comments**

23/101.3 23/05552/CAT - 9 Winckford Close, Little Waltham - Hawthorn X6-Fell Located on North boundary of garden. Reason: Trees are not in good condition - **No Comments**

23/101.4 23/00711/FUL - The Belsteads School, Back Lane, Little Waltham - Construction of a respite centre buildings to accommodate full time residential school use for children with special needs – **No Comments**

23/102: To note planning results

The following planning results were **noted** -

23/102.1 23/00251/FUL - Land South of Timbuctoo Cottage, Main Road, Little Waltham – erection of a new 3 bed house – **Granted**

23/102.2 23/05059/TPO - Land South of Runneymead Cottage, Main Road, Little Waltham – work to tree covered by a Tree Preservation Order – **Granted**

23/102.3 23/05028/TPO - 71 The Street, Little Waltham – work to tree covered by a Tree Preservation Order – **Granted**

23/103: Amenities report

23/103.1: To consider issue of fencing requirements around the playing fields and vegetation management.

Councillor Kingham agreed to send to the Clerk a photo of the type of fencing which Councillors would like to erect in place of the current wooden fencing around the recreation grounds. The Clerk explained that the consent of Chelmsford City Council as Landlords will be required, and she will send the details to them. Councillors also want to have the vegetation around the recreation grounds cut down ideally with a 'cut and lay' option or to cut it all down to around 1.5 meters. The Clerk explained that as the area is in the conservation area formal consent will be required by way of a planning application to cut back the tall hedges and trees and she would make initial enquiries with the City Council.

23/103.2 To consider annual play area inspection report

It was noted that the rope for the twin peaks climbing frame has been highlighted as in need of urgent replacement so a new rope has been ordered from Sutcliffe Play but is not due to be delivered until July.

It is recommended that certain swing chains are replaced and Councillor Kingham will provide some outstanding information in order for the chains to be ordered.

The tennis net winding mechanism is on order and the surface is due to be cleaned and repaired shortly together with some repair work to the fencing.

23/104: Financial Matters

23/104.1 Payments for approval

The following payments were **approved** –

Clerk	Salary (May)	548.95	0.00	548.95
HMRC	PAYE (May)	132.80	0.00	132.80

Essex Pension Fund	Pension (May)	216.13	0.00	216.13
Clerk	expenses	111.97	4.35	116.32
Seagrave Inspections	annual play area inspection	137.00	27.40	164.40
Network World Sports	tennis net winder and handle	89.95	17.99	107.94
Myers Scott Ltd.	Website admin.	17.50	3.50	21.00
Perspective Landscapes	gardening and litter picking	400.00	80.00	480.00
St John's Ambulance	First Aid cover 6 th May	361.20	72.24	433.44
St John's Ambulance	First Aid cover 7 th May	255.60	51.12	306.72

23/104.2 Bank reconciliation statement

The statement was accepted showing current account balance at £123,060.13 and saver account of £2,409.08. Councillors would like to consider a saver account for the money being held pending the Pavilion upgrade and this will be added to a future agenda.

23/104.3 To consider subscription to Zoom

As Zoom is rarely used now it was **agreed** to cancel the current subscription.

23/105: Affordable Housing project

It was noted that a meeting is to be arranged with the Diocese.

23/106: To consider the issue of traffic in the Parish

23/106.1 To consider progress regarding Origin and Destination survey

After discussion it was agreed that the Council submit a formal complaint to Essex County Council that the survey data has yet to be analysed and to let Councillor Steel know when it has been submitted.

23/106.2 To consider issues surrounding the 20s Plenty campaign and consider whether to purchase further signage.

The Clerk has obtained a quote for metal signage of over a meter squared but Councillors considered the quote to be too high. The Clerk will speak to the company to find a cheaper option such as Perspex and Councillors will consider option too so as to consider the issue further at the July meeting.

23/107 To receive update regarding Garden Licences

It was noted that the title for the outstanding garden licence has yet to be transferred from the deceased resident and once the probate process has been completed the issue can be finalised. The matter will be diarised for later in the year.

23/108: To receive update regarding Pavilion project

It was noted that the total sum of CIL money now held for the project is £55,413.84. The project manager arranged an inspection last week to provide an indicative overall cost. Once that is available it can be considered by Councillors so that a decision can be made regarding the final specification and then the Parish Council will know how much money will be required by way of grant funding applications. Councillors considered and discussed the pre-application planning advice received and **agreed** not to have a parking space at the pavilion and would like some form of access way that is in keeping but does allow wheelchair access such as pressed gravel. It was agreed to have recessed solar panels and this information will be passed to the project manager.

23/109: To consider organisation of Christmas event

After discussing the matter Councillors agreed that rather than planting a tree they would like a concrete pad 600x600x600 covered in grass so as to fit into the area and allow a tree to be acquired each year. The Clerk will raise this with the City Council as Landlords. It was agreed to purchase battery lights and to acquire a tree over 20 – 25 feet for the event in December. It was agreed to approach the Memorial Hall and White Hart pub in relation to refreshments and to look into the costs of a Hog Roast. To look to purchase glowsticks and to invite the Salvation Army to provide music and invite the school children to sing at the event which will be available for all residents.

23/110: To consider nominating a representative for the Chelmsford City Council Governance committee.

No nomination to be made.

23/111: Matters to be raised by members for the next agenda.

Ongoing agenda items.

Meeting concluded at 9.05pm