

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting of Little Waltham Parish Council 5 September 2023 at 7.30pm in the Memorial Hall

Present: Councillors Antony Kingham (Chairman)
Richard Allen
Lallie Godfrey
Richard Tinson
Rupert Watson
Emma Cunningham

Public Emma Cunningham

Clerk Michelle Harrison

23/139: Apologies

Apologies received from Councillor Burrows.

23/140: Co-option of a new Councillor

Councillor Kingham proposed that Emma Cunningham be co-opted to the Parish Council as a Councillor, this was seconded by Councillor Godfrey and agreed by all Councillors. Ms Cunningham signed the Declaration of Acceptance of Office and was formally appointed as a Councillor on the Little Waltham Parish Council.

Councillor Cunningham joined the meeting as a Councillor.

23/141: Declarations of Interests

No declarations of interests were received.

23/142: To consider and approve the Minutes dated 4 July 2023

The minutes of the meeting dated 4 July 2023 were formally **approved** by Councillors as a correct record and were signed by the Chairman.

23/143: Public Forum - to receive any representations from the pub

No representations were received from the public.

23/144: To receive reports from Councillor's attendance at external meetings

Councillor Godfrey had visited Little Waltham School and met with the Headteacher, Mr Saunders. The school had an Ofsted inspection recently and were awaiting the results.

23/145: Appointment of the new Parish Clerk

The Councillors noted that Michelle Harrison had been appointed as the new Parish Clerk.

23/145.1 Clerk's Report

a. Play in the Park

The Clerk updated the Councillors about the Play in the Park sessions held at Taylor's Park in August, which included a free bookable 'Learn to Ride' session. 19 children attended the morning session and 25 attended in the afternoon. 16 of these children participated in the 'Learn to Ride' session.

The Clerk commented that the marketing material referenced “Taylors Park” and didn’t specify Little Waltham – so this will be reviewed in future, as it may help to increase participation.

b. Gigaclear (fibre) road works

The Clerk raised complaints with Essex Highways and Gigaclear regarding the current works that are being undertaken in Little Waltham. Numerous residents had complained because they had not received any notice about these works and the associated disruption. Essex Highways confirmed that all the permits were in order and the work will continue until 11 September. They further commented that it was good practice for companies to notify residents but was not a requirement. Highways noted our complaint (but will not be taking any action), and we are awaiting a response from Gigaclear.

23/146: New planning applications

The Council requested for the new Clerk to consider the best way to present the planning applications to the Council going forwards.

- 23/146.1 23/05588/CAT – 63 The Street, Little Waltham, CM3 3NT – Dead standing weeping willow – fell to ground level – **no comments**
- 23/146.2 23/00251/S73 – Land South of Timbuctoo Cottage, Main Road, Little Waltham – Variation of Condition 2 to approved planning application 23/00251/FUL (Erection of new 3 bedroom detached house) to add additional internal staircase into loft space to create a mezzanine 2nd floor, additional roof lights – **no comments**
- 23/146.3 23/01286/FUL – Sparrowhawks, Main Road, Little Waltham, CM3 3PA – Single storey rear and side extensions. Demolition of existing garage. Construction of a new garage and construction of replacement garden boundary wall – **no comments**
- 23/146.4 22/01950/OUT & 22/01950/FUL - Zone 1 Chelmsford Garden Community – hybrid application for outline planning permission for housing and means of access – **no comments**

23/147: Planning results for note

- 23/147.1 23/01002/FUL – The Belsteads School, Back Lane, Little Waltham – proposed office building and associated parking – **Permitted**
- 23/147.2 23/01032/CUPAQ – Alstead Farm, Leighs Road, Little Waltham - Determination as to whether the prior approval of the local planning authority is required for the proposed change of use from agricultural building to 1 dwellinghouse (class c3) – **Prior Approval Required – Approved**
- 23/147.3 23/01096/LBC - 104 The Street, Little Waltham - Removal of internal wall, glazed lobby, replacement rear door and ice blasting of timbers – **Permitted**
- 23/147.4 23/01122/FUL - Sparrowhawks, Main Road, Little Waltham - Demolition of existing garage. Single storey rear and side extensions with alterations to fenestrations including roof lights - **Permitted**
- 23/147.5 23/05574/CAT - St Martins Church, Brook Hill, Little Waltham – Tree maintenance to the lime trees – **No objection**
- 23/147.6 23/01126/FUL - 37 Church Hill, Little Waltham - Single storey side extension with alterations to fenestration - **Permitted**

23/148: Amenities report

23/148.1 Repairs to the play area

The Clerk informed the Council about the various items that required repair in the play area, as highlighted in the recent inspection report. These items have been ordered and are awaiting repair by the contractor.

23/148.2 Tennis court net

The Clerk has also received a report regarding damage to the tennis court net. The Councillors discussed the multi play area and the conflicting equipment. Councillor Allen suggested for the tennis net to be removed to allow children to play basketball and football without the net being in the way and getting damaged. The Councillors agreed that the net should be stowed away and can be installed when people wish to play tennis.

It was **agreed** for a sign to be designed and installed with instructions how to install and remove the tennis net safely.

23/149: Financial Matters

23/149.1 Payments for approval

The following payments were approved:

Online payments to authorise September 2023

Payments made on 28 July 2023		Net	VAT	Total
		£	£	£
S Walker	Salary (July)	548.95	0.00	548.95
HMRC	PAYE (July)	132.80	0.00	132.80
Essex Pension Fund	Pension (July)	216.13	0.00	216.13
J Penny	Refund allotment deposit	40.00	0.00	40.00
Premier Sports Surfaces Ltd	Tennis court maintenance	1,080.00	216.00	1,296.00
Sutcliffe Play	Rope for climbing frame	69.71	13.95	83.66
Fenland Leisure	Swing chains	122.00	24.40	146.40

Payments made on 3 August 2023

S Walker	Salary (August)	198.10	0.00	198.10
HMRC	PAYE (August)	48.80	0.00	48.80
Essex Pension Fund	Pension (August)	37.72	0.00	37.72
S Walker	Expenses	128.85	0.00	128.85
E Seymour	Refund allotment deposit	40.00	0.00	40.00
Chelmsford City Council	Refund erroneous payment	400.00	0.00	400.00
Mortimer Contracts Ltd	Climbing frame repair	75.00	15.00	90.00
Perspective Landscapes	Gardening and litter picking	400.00	80.00	480.00
Reprohouse Ltd.	"20's Plenty" sign	107.00	21.40	128.40
Networkd Sports	Replacement winder	89.95	17.99	107.94
Solar Graphics	Sign for gate	174.00	34.80	208.80
Printech	Leaflets	100.00	0.00	100.00

Payments to be considered at September meeting

RCCE	Renewal of subscription	60.50	12.10	72.60
Parish Online	Subscription	72.00	14.40	86.40
KSA	Project Management Fees	1,400.00	280.00	1,680.00

23/149.2 Bank reconciliation statement

The bank reconciliation statement for August 2023 was presented and accepted by the Council.

23/149.3 To consider whether to renew RCCE subscription.

The Councillors **agreed** to renew the RCCE subscription.

23/149.4 To consider whether to renew Parish Online subscription

The Councillors **agreed** to renew the Parish Online subscription.

23/150: Affordable Housing project

23/150.1 Meeting with the Church regarding affordable housing

The Councillors requested for Chelmer Housing Partnership to attend a Parish Council meeting to update the Councillors about the proposed housing.

23/151: To consider the issue of traffic in the Parish

23/151.1 To consider the progress of the Origin and Destination survey

The Councillors discussed this matter in depth. It was decided that due to the seriousness of the issue a private company should be consulted for some assistance.

The Councillors discussed the importance of seeing the raw data and agreed to request this.

The Council discussed that part of the relief road from Beaulieu Station to Great Leighs was now not being built upfront, due to funding. The Council were concerned about the additional traffic which may affect Little Waltham.

The Councillors suggested speaking to Chelmsford Garden Community Council about this matter, and to create a working party, as they would also be affected.

23/152: Norwich to Tilbury Pylon consultation

23/152.1 To consider purchasing banners

The Councillors discussed the current situation with the proposed pylons. They agreed to budget £1,000 for banners as it was important for local residents to be fully aware of this issue.

The Clerk will investigate the options for banners and will circulate the options to Councillors for decision.

Councillor Tinson suggested that it was important for residents to visualise the size of the pylons (50 meters). The Council discussed how this could be achieved, perhaps using a large inflatable structure in the proposed location of a pylon - to emphasise the impact on the area, and how close they are to the village.

23/153: To receive update regarding Pavilion project

21/153.1 To consider the final invoice from KSA Property

Councillor Kingham agreed to call our contact at KSA Property to discuss their latest invoice. The Council noted that KSA had already been paid £2,100 and questioned the work that had been carried out to warrant the requested £1,600.

Councillor Kingham to provide an update at the next meeting.

21/153.2 *To consider the specification for the project*

The Councillors discussed their ambitions and visions for the Pavilion.

Councillor Tinson informed the Council about the café and exercise area in Hatfield Peverel and suggested it would be worth visiting and finding out who carried those works out and at what cost. Councillor Kingham agreed to arrange a visit to Hatfield Peverel.

The Councillors discussed whether the Council could project manage the works rather than employ a project manager. This needed further thought and investigation to check the approval granted for the Pavilion.

21/153.3 *To consider opening a savings account for the Pavilion*

Item to be considered at a future meeting.

23/154: To consider organisation of Christmas event

The Council discussed the Christmas event and agreed to arrange a community Christmas event on Sunday 3 December 2023, with a Christmas tree, mulled wine, mince pies and Christmas songs.

Councillors agreed to investigate the sourcing of a large Christmas tree, and to ask the Salvation Army and the Little Waltham Primary School choir if they would like to perform.

23/155: Wheeler's Farm events

23/155.1 *To consider the Wheeler's Farm events and licence and the impact on the parish*

The Councillors discussed the events being held at Wheeler's Farm, which were licensed and permitted by Chelmsford Council. As there were not any further events being held this year the Council agreed that there was no action to be taken.

23/156: Matters to be raised by members for the next agenda

No matters were raised.

The meeting concluded at 9:20pm.