

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting of Little Waltham Parish Council 3 October 2023 at 7.30pm in the Memorial Hall

Present:	Councillors	Antony Kingham (Chairman) Richard Allen Lallie Godfrey Rupert Watson Emma Cunningham
	Public	Two members of the public were present
	Clerk	Michelle Harrison

23/157: Apologies

Apologies were received from Councillors Tinson, Burrows and Steel.

23/158: Declarations of Interests

There were no declarations of interest made.

23/159: To consider and approve minutes

23/159.1 The Minutes of the Extra Ordinary Meeting 17 August 2023

The minutes were approved and signed by the Chairman.

23/159.2 The Minutes dated 5 September 2023

The minutes were approved and signed by the Chairman.

23/160: Public Forum - to receive any representations from the public

Ms Johnson, the Chair of the Patient Participation Group at Great Notley and Little Waltham Surgeries presented the current issues concerning the Little Waltham Surgery, such as the volume of patients, the size of the current facilities and the lack of other surgeries in the area.

Ms Johnson is trying to create a focus group of GPs, to try and help raise awareness within the planning department, that the doctors surgeries that are being promised for developments are not being fulfilled. Ms Johnson asked for the support and participation of Little Waltham Parish Council.

Councillor Kingham confirmed that the Council would fully support and help, as facilities and infrastructure are not being completed during developments, which has significant impacts on the surrounding communities.

Ms Johnson left the meeting.

A member of the public raised the matter of the Whitbread planning application and asked if the Council would be objecting this proposal as they had previously. The Councillors confirmed that they would be raising an objection to the planning application.

The member of public left the meeting.

23/161: Resolution for Clerk to join the Local Government Pension Scheme

To meet the requirements of the Local Government Pension Scheme, the Little Waltham Parish Council passed a Resolution agreeing for the post of Clerk to be eligible to join the Local Government Pension Scheme. This includes, but is not limited to, Michelle Harrison. Any Clerk in future must follow the requisite 28 days' notice but the Council will not need to pass a future resolution.

23/162: To receive reports from Councillor's attendance at external meetings

23/162.1 *Patient Participation Group (PPG): Issues arising at Little Waltham Doctors Surgery*

This matter was discussed above.

23/163: Clerk's Report

The Councillors noted the Clerk's Report. It was agreed for the D-Day 80th Celebration and rebranding of the Parish Council to be discussed at the next Parish Council meeting.

23/164: New planning applications

23/164.1 23/01432/CUPAQ - Barns Opposite Whitbreads Business Centre, Whitbreads Farm Lane, Little Waltham, Chelmsford - 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) – **objection registered with Chelmsford City Council**

23/164.2 23/00711/S73 -The Belsteads School, Back Lane, Little Waltham, Chelmsford - Application for the removal of conditions 3 and 8 (relating to construction to meet BREEAM "Very Good" and programme of archaeological investigation) attached to planning application ref. 23/00711/FUL (Construction of a respite centre buildings to accommodate full time residential school use for children with special needs.) – **no comments**

23/165: Planning results for note

23/165.1 23/05588/CAT – 63 The Street, Little Waltham, CM3 3NT – Dead standing weeping willow – fell to ground level – **no objection**

23/166: Financial Matters

23/166.1 *Payments for approval*

Payments paid by Direct Debit

		Net £	VAT £	Total £
Wave	Water bill - Allotments Blasford Hill, March-Sept 23	484.30	0.00	484.30
Wave	Little Waltham Cricket Ground - June to Sept 23	48.82	0.00	48.82

Payments to consider at the October meeting

		Net £	VAT £	Total £
RCCE	Annual Application	60.50	12.10	72.60
PKF Littlejohn LLP	AGAR for 31/03/2023	315.00	63.00	378.00
Geosphere Ltd	Parish Online	72.00	14.40	86.40
Seagrave Inspection Services Ltd	Operational Inspection Report - LW Play Area	130.00	26.00	156.00
Redferns Electrical Ltd	Inspection and testing of the pavilion	330.00	66.00	396.00
Myers Scott Ltd	Admin and hosting charges	131.38	26.28	157.66
JCM Services Amenity & Groundcare Ltd	Grounds maintenance	575.00	115.00	690.00
Chelmsford City Council	Play in the Park (July/August)	240.00	0.00	240.00
The Community Heartbeat Trust	AED battery	141.50	25.80	169.80
Lambert Smith Hampton Group Ltd	Rent - Blasford Hill	77.00	0.00	77.00
Perspective Landscapes	Gardening and litter picking – August	695.00	139.00	834.00
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Perspective Landscapes	Gardening and litter picking – September	400.00	80.00	480.00
Salaries	Salary (August and September)	1,269.07	0.00	1,269.07
HMRC	PAYE (August and September)	88.56	0.00	88.56
Little Waltham Memorial Hall	Room hire - Play in the Park	15.00	0.00	15.00
Little Waltham Memorial Hall	Room hire - Representative member sessions	60.00	0.00	60.00
The Community Heartbeat Trust	CPR Uni-Padz	362.50	72.50	435.00
KSA	Pavilion costs	1,400.00	280.00	1,680.00

The payments were approved by the Councillors.

23/166.2 Bank reconciliation statement

The Councillors noted the bank reconciliation statement.

23/166.3 To receive quarterly financial report

This item was deferred to the November meeting.

23/166.4 To consider the appointment of the internal auditor

The Councillors discussed the options for an internal auditor. It was agreed to appoint Ann Wood, as they were very happy with the service provided during the last audit.

23/167: To consider the issue of traffic in the Parish

23/167.1 To receive update regarding the Original and Destination survey results

Councillor Kingham and Watson provided an update on the meeting held with Essex Highways and Councillor Steel.

The Councillors discussed whether it was appropriate to obtain independent advice and agreed to appoint Motion.

23/167.2 To receive update on 20s Plenty initiative and further signage

The Councillors discussed whether further signage was required in the village. Councillor Allen suggested installing 'drive slowly' signs and 'children playing' signs. There was some discussion about making the village feel welcoming and to add planters around the village gates. The Clerk will investigate the necessary permissions for the installation of planters. Councillors Cunningham and Godfrey will review the current locations and provide suggestions at the next meeting.

The Councillors discussed other initiatives to encourage slower driving speeds through the village, which included Speed Indicator Devices. It was agreed for the Clerk to investigate this issue and report back to the Council.

23/168: To consider crime in the village

23/168.1 To consider installation of CCTV in the parish

The Council decided to defer this item until we have been able to speak to the Community Support Officer regarding the increased crime rates in the parish. Councillor Cunningham noted that there was not any lighting in the Memorial Hall car park and suggested installing motion sensor lighting to prevent anti-social behaviour.

Councillor Allen commented that it was important for the parish to be informed about what steps the Council are taking. The Council agreed that it was important for the parish to be encouraged to report all anti-social and criminal behaviour so that the police are aware of all incidents.

The Councillors requested for an update about the Neighbourhood Watch Scheme at the next meeting.

23/169: To consider organisation of Christmas event

The Councillors discussed the date for the event and agreed on Friday 1 December. The Councillors approved booking the Chelmsford Silver Band for the Christmas event.

Councillor Godfrey confirmed that Mr Saunders was pleased for the school choir to attend and perform at the event. The Clerk will liaise with Mr Saunders to arrange this.

23/170: Norwich to Tilbury Pylon consultations

23/170.1 To consider purchasing banners

The Councillors agreed to purchase 6 banners and for these to be displayed ASAP.

23/171: To receive update regarding pavilion project

23/171.1 Invoice from KSA

The Councillors requested for the Clerk to write to KSA with some further queries. After much discussion, it was agreed for the invoice to be settled.

22/171.2 To consider opening a savings account for the Pavilion

This item is to be deferred until there has been substantial progress with the development of the Pavilion.

23/172: To consider and approve meeting dates for 2024

The meeting dates were approved by the Parish Council.

23/173: Matters to be raised by members for the next agenda.

The following items are to be discussed at the next meeting:

- Planters around the village and village gates
- SIDs
- Re-branding of Little Waltham Parish Council
- Use of Mailchimp to communicate with the parish community
- Neighbourhood watch scheme