

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting of Little Waltham Parish Council held on 5 December 2023 at 7:30pm at the Memorial Hall, Brook Hill, Little Waltham

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

Clerk Michelle Harrison

Two members of the public were present.

23/191: Apologies

Apologies were received from Councillor Tinson and Councillor Steel.

23/192: Declarations of Interests

Declarations of interests were received from Councillors Watson and Cunningham for item 23/197.

23/193: To consider and approve minutes

23/193.1 Minutes dated 7 November 2023

The minutes were approved by the Council and signed by Councillor Kingham.

23/193.2 The Minutes of Extra Ordinary Meeting dated 21 November 2023

The minutes were approved by the Council and signed by Councillor Kingham.

23/194: Public Forum- to receive any representations from the public

A member of the public thanked the Council for hosting the Christmas Celebration and noted what a success the event was.

23/195: To receive reports from Councillor's attendance at external meetings

No reports were received.

23/196: Clerk's Report

The Clerk reported the following:

1. The first Christmas Celebration was held on Sunday 3 December 2023, which was a great success with many people from the village attending, estimations of around 150 people. Thank you to the Councillors for organising the event, and to Councillor Cunningham for donating the tree. The Parish Council received donations of £222.11 which will be banked. The Councillors agreed that the donations should be earmarked and used to benefit the community.
2. The Parish Magazine was distributed in time to advertise the Christmas Celebration. The Clerk had received numerous positive comments about the new design.

3. The Parish have received notification from Chelmsford City Council that we will be receiving £30,962.50 as a CIL Transfer shortly.
4. The Little Waltham & Great Notley Patient Participation Group are holding a meeting on Wednesday 3 January 2024 at 7pm at Little Waltham Surgery, due to the concerns about the amount of surgery provision being included in the numerous housing developments in South and Mid-Essex.

Councillor Allen agreed to attend on behalf of the Council.

5. National Grid ESO has invited the Councillors to a meeting on 18th December 2023 at the Marconi Room, Civic Centre, Duke Street, Chelmsford, CM1 1JE at 09:30am. This meeting is to join to join the Electricity System Operator (ESO) for a discussion with other elected representatives from Norfolk regarding their upcoming study into electricity network infrastructure in the area.

Councillor Burrow agreed to attend on behalf of the Council.

6. A resident has contacted regarding worry about the sprawl of development and concern if the new developments in Chelmsford Garden Parish would end up merging with Little Waltham. The Clerk signposted the Local Plan for Chelmsford City Councils strategy and plan.
7. The Clerk attended a Budget course with EALC.
8. The Clerk attended the online Local Nature Recovery Strategy meeting held by Essex Local Nature Partnership on 21 November 2023. The Council does not require to take any steps at this time.
9. The Clerk noted that the following items were currently on hold:
 - a. Rebranding of the Parish Council
 - b. To consider planters in the village and surrounding the village gates
 - i. To receive update on 20s plenty initiative and further signage
 - ii. To consider the installation of Speed Indicator Devices
 - c. To consider crime in the village
 - i. To consider installation of CCTV in the parish

10. The below items are to note as ongoing, but do not currently require any action by the Parish Council:

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 April 2024	August 2021
Glebe Field Right of Way	Application for right of way to be added to the definitive map. Essex County Council have been directed to determine the Parish Council's application before 12 October 2024 by the Planning Inspectorate.	September 2021
Registration of the Memorial Hall with HM Land Registry	Await confirmation regarding the site plan from the Memorial Hall and confirmation in writing.	November 2021

	Discussed in November 2021 and chased in October 2023.	
--	--	--

23/197: New planning applications

- 23/197.1 23/01851/FUL - Annexe Rembrandt House Main Road Little Waltham - Single storey side & first floor extension over existing kitchen – **no comments**
- 23/197.2 23/01799/FUL - Land South of The Wilderness Leighs Road Little Waltham - Demolition of existing stables and construction of a single storey dwelling with widening of access – **no comments**
- 23/197.3 23/01828/FUL - Sparrowhawks Main Road Little Waltham Chelmsford - Single storey rear and side extensions. Demolition of existing garage. Construction of new garage and construction of replacement garden boundary wall – **no comments**

Councillor Cunningham left the meeting

- 23/197.4 23/01747/FUL - Merefields Main Road Little Waltham Chelmsford - Excavation of pond with the erection of a cabin and jetty – **no comments**

Councillor Cunningham rejoined the meeting

- 23/197.5 23/01751/OUT - Zone 2 Chelmsford Garden Community Beaulieu Parkway Chelmsford - Outline planning consent for a mixed use Garden Community to be delivered in severable phases with all matters reserved (save for where full details are submitted for a new access junction from Beaulieu Parkway - RDR1) for residential development - **Little Waltham Parish Council are concerned about the infrastructure and the increase in traffic which will affect Little Waltham and the surrounding areas. Part of the Beaulieu Parkway Relief Road is now being delayed due to funding. Request for the Relief Road and the necessary infrastructure to be tied to the planning application as a condition. Little Waltham Parish Council would ask that the provision of services, such as a Doctors Surgery, should be included as a condition of any planning permission granted. To try and help ease the pressure on the local Doctors Surgeries which are already overwhelmed with patients.**

- 23/197.6 23/05633/CAT - 29 - 31 The Street Little Waltham Chelmsford Essex - Fell Twisted Willow located at rear of property, tree has become too large for location – **no comments**

Councillor Watson left the meeting

- 23/197.7 23/05629/CAT - Little Waltham Hall Brook Hill Little Waltham Chelmsford - Cypress Leylandii hedge on southern boundary - Reduce height by approx 6m - Reason: allow more light in to the gardens of both Little Waltham Hall and Hallfield House. It will also reduce the hedges to heights which will be easier to manage and less prone to wind damage – **no comments**

Councillor Watson rejoined the meeting

- 23/197.8 23/01646/FUL - Land South East Of Baileys Cottage Chatham Green Little Waltham Chelmsford - Retrospective application for the siting of a mobile home for use by agricultural workers in association with the keeping of animals – **no comments**

23/198: Planning results for note

- 23/198.1 23/05614/CAT – The Old Rectory Brook Hill Little Waltham Chelmsford Essex CM3 3LJ - Pine tree – Fell. Reason: Leaning at considerable slant and blocking access to garage. The tree is in poor condition and leaning across the driveway and towards the church hall building - **No objection**
- 23/198.2 23/05617/CAT – 69 The Street, Little Waltham – Cherry & Willow - Reduction by 0.3m and tidied, Small Privet - Height reduction by 0.3m and tidied, Hedge - Top trimmed by 0.3m and pushed back as much as possible without harming it. Reason for all works: tidy the garden and maintain well – **No objection**
- 23/198.3 23/01582/FUL – Sparrowhawks, Main Road, Little Waltham, CM3 3PA - Demolition of existing garage. Construction of single storey side extension and alterations to existing roof over kitchen. Alterations to fenestration - **Permitted**
- 23/198.4 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) – **Prior Approval Required - Approved**
- 23/198.5 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.) - **Refused**

23/199: Financial Matters

23/199.1 Payments for approval and receipts received

The below payments were approved:

		Net £	VAT £	Total £
Salaries and expenses	November 2023	1938.17	0.00	1938.17
HMRC	November 2023	243.84	0.00	243.84
Paul Clark Printing	Christmas event (Invoice 30934)	45.00	6.00	51.00
Paul Clark Printing	Christmas event (Invoice 30927)	670.83	2.17	673.00
EALC	Training (Invoice 17143)	470.00	94.00	564.00
AR & CA Smith	Christmas event	57.00	0.00	57.00
The Royal British Legion Poppy Appeal	Poppy wreath	40.00	0.00	40.00
Councillor Cunningham	Expenses	30.00	0.00	30.00
Councillor Burrow	Expenses	143.98	0.00	143.98
Perspective Landscapes	November gardening & litter picking	550.00	110.00	660.00

Payments made in accordance with the Extra Ordinary Meeting on 21st November 2023:

		Net £	VAT £	Total £
Michelle Harrison	Christmas Event Expenses	677.75	0.00	677.75

Receipts:

		Net £	VAT £	Total £
Councillor Cunningham	Donation for Christmas tree	2,194.80	0.00	2,194.80
Chelmsford City Council	CIL – 01/04/23 – 30/09/23	30,962.50	0.00	30,962.50

23/199.2 Bank reconciliation statement

The Councillors approved the reconciliation statement to 30 November 2023. The Unity Current Account balance of £123,866.80 and Unity Instant Access Saver Account balance of £2,439.10 were noted by the Councillors.

23/199.3 Strategy Statement for Financial Year 2024-2025

The Strategy Statement for Financial Year 2024-2025 was approved by the Council. The Clerk will publish this on the Parish Council website.

23/199.4 Budget for 2024-2025

The Councillors discussed and approved the Budget for 2024-2025. The Clerk noted that the Budget would be presented to the Councillors at the January meeting for final approval in preparation for the Precept for the Financial Year 2024/25 to be approved and signed.

23/199.5 CIL Statement

The Clerk informed the Councillors that the CIL Statement for the financial year 2022-2023 had been completed, filed with the City Council and was on the Parish Council's website, as required. The next CIL Statement, for the financial year 2023-2024, will be due by 31 December 2024.

23/199.6 To consider a debit card for expenditure

The Councillors unanimously agreed to apply for a debit card with Unity Bank, as it was not appropriate for the Clerk to incur such large expenses such as the Christmas event. The Clerk agreed to apply for the direct debit card via Unity Bank.

The Clerk made the Councillors aware of the monthly charges for the debit card, which were agreed.

The Chairman requested for the Clerk to check the interest on the Council's current account and notify the Councillors at the next meeting.

23/199.7 To consider using an accounts package such as Scribe

The Councillors discussed the pros and cons of subscribing to an accounting package such as Scribe. It was agreed that an accounts package was worth investigating. The Clerk agreed to investigate this matter further and review the levels of subscription, to make a recommendation to the Council.

23/200: Administration and Personnel Matters

23/200.1 To consider a PO Box to comply with GDPR

The Councillors discussed this matter and agreed that a PO Box should be in place and be used as the address for the Parish Council. It was not appropriate for the home address of the Clerk to be used. The Councillors authorised the annual payment of £398 for the PO Box and authorised the Clerk to make this payment.

23/200.2 To approve membership to SLCC for the Clerk

The Councillors agreed for the Clerk to join the SLCC and discussed the payment of the membership. It was agreed that the Council would pay the annual membership for the SLCC and the joining fee.

Councillor Godfrey queried whether the membership remained with the Parish Council. The Clerk confirmed that if the Council paid for the membership, that this would belong to the Council and therefore remain with the Council should the Clerk leave the post.

23/200.3 To approve the NALC Pay Increase for the Clerk for 2023/24

The Councillors discussed the NALC Pay Increase and approved that this should be applied to the Clerk and the backpay.

23/201: Biodiversity Statement

The Councillors discussed the Biodiversity Statement and agreed the Statement. The Clerk would post the Statement on the Council website in advance of the 31 December 2023 deadline, in order to meet the statutory requirements.

The Clerk informed the Council that they would need to create an in-depth policy within the next 12 months. The Councillors agreed to this.

23/202: To consider and agree Sub Committees

The Councillors agreed to set up the following sub committees: Campaigning (to include pylons and traffic) and Community (events and maintenance of the parish).

The Clerk noted that there was already a sub committee in place which deals with the development of the Pavilion.

The Clerk would create terms of reference for each of the committees for consideration at the next meeting.

23/203: Correspondence received

The Councillors noted the following correspondence which the Council received:

Essex Association of Local Councils

Weekly e-bulletin

Chelmsford City Council

16/11/23 Consultation on draft travelling showpersons site planning advice notice

DWD

28/11/23 Update on the Beaulieu Delivery Update – November 2023

RCCE

01/12/23 Warbler Newsletter

Other

14/11/23 Freedom of Information Request regarding outdoor cinema
Chelmsford City Council bulletins and updates

Residents

- Correspondence regarding pylons and requesting a banner near Chatham Green
- Correspondence regarding an error on the minutes of the Extra Ordinary Meeting on 1 August 2023 – for the Councillors to discuss and agree the amendment to be made at the next meeting.
- Correspondence querying if the cricket field could be used for cricket.
- Correspondence regarding the closure of Scurvy Hall Lane.
 - Councillor Steel confirmed that the Public Rights of Way Manager does not plan to put the gates back on at this time, as the landowners and occupiers either side of the lane have a right of vehicular access. They will ensure that the Bridleway fingerposts are in good condition at either end of the lane to ensure users are aware of the status of the lane.
 - This has been relayed to the resident.

23/204: Pylons

23/204.1 To consider purchasing more banners

The Clerk had been contacted by a resident who had requested for a banner to be installed in Chatham Green near the Grasshoppers. The Clerk noted that banners need to be installed on private property. The Clerk agreed to contact the concerned resident and ascertain if there was a location where the banners could be displayed. The Councillors felt strongly that we should make the community aware of this issue. The Council agreed for two further large banners to be purchased.

23/205: Pavilion and Playing Fields

23/205.1 To consider any update and progress of the Pavilion

The Council discussed the development of the Pavilion in detail, including the use of the building. The Clerk noted that after detailed conversations with the Estates Department of Chelmsford City Council, the Landlord would not

allow the building to be under-let, in any guise, to another party. The uses are due to be ancillary to the playing field and park. The Landlord are likely to accept a Community Café, however, permission would need to be obtained in writing.

Councillor Godfrey raised an interesting point regarding a community café being run by volunteers with additional needs. The Council agreed that this suggestion warranted further investigation.

Councillor Kingham suggested for the works to occur piecemeal, and it was necessary to start with the water and toilets.

23/205.2 To consider applying for PHAB funding for gym equipment

The Councillors agreed that the Clerk should apply for this funding for the gym equipment for use on the Playing Field.

23/206: Traffic in the village

23/206.1 To receive update from the Traffic Consultant

Councillor Kingham updated the Councillors on the conversations that had happened with the Traffic Consultant. He did not feel that he had been able to view all the data, and this had affected his ability to write his report to date. He has now undertaken some analysis of the data that has been available to review the assumptions that were in the outcomes of the report we received.

Motion have confirmed that we should have his report shortly, which will be circulated to the Councillors when available.

The next steps will be to have another meeting with our Traffic Consultant, Highways and Councillor Steel to try and resolve this issue and decide how to move forward.

23/207: Matters to be raised by members for the next agenda.

Councillor Cunningham raised the state of the street lights and village sign.