

# LITTLE WALTHAM PARISH COUNCIL

PO Box 13516, CHELMSFORD, CM1 9PL



**Clerk:** Michelle Harrison  
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Dear Councillors

You are hereby summoned to attend the meeting of Little Waltham Parish Council which will take place at 7.30pm on **Tuesday 6 February 2024** at the Memorial Hall, Brook Hill, Little Waltham, Essex for the transaction of the following business:

*Michelle Harrison*

Signed Michelle Harrison  
Clerk to the Parish Council

Date 31 January 2024

**Members of the public and press are also cordially invited to attend the meeting**

## AGENDA

- 24/19: Apologies**
- 24/20: Declarations of Interests**
- 24/21: To consider and approve minutes**  
24/21.1 Minutes dated 2 January 2024  
24/21.2 Minutes of the Extra Ordinary Meeting dated 10 January 2024
- 24/22: Public Forum - to receive any representations from the public**
- 24/23: To receive reports from Councillor's attendance at external meetings**
- 24/24: Licensing Application at Wheelers Farm, Wheelers Hill**
- 24/25: Clerk's Report**
- 24/26: New planning applications**
- 24/26.1 CC/CHL/110/23 - Chelmer Valley Park and Ride, Pratt's Farm Lane, Little Waltham, Chelmsford - Expansion and enhancement of Chelmer Valley Park and Ride, including an expansion of the car parking area to the north and east, pedestrian and cyclist improvements and the construction of a new substation. Together with other associated development, works and landscaping
- 24/26.2 24/05603/CAT - Hulmans Wheelers Hill Little Waltham Chelmsford - HG1 - Holly hedge - Fell and treat stump with eco plugs (broadleaved), T1 Larch tree - Fell and treat stump with eco plugs (broadleaved)
- 24/26.3 24/00119/FUL - Sparrowhawks Main Road Little Waltham Chelmsford - Single storey rear and side extensions. Demolition of existing garage. Construction of new garage and side extension and replacement garden boundary wall. Addition of roof lights.
- 24/27: Planning results for note**
- 24/27.1 23/01851/FUL - Annexe Rembrandt House Main Road Little Waltham - Single storey side & first floor extension over existing kitchen – **Permitted**
- 24/27.2 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 – **Permitted**

- 24/27.3 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 – **Refused**
- 24/27.4 23/01747/FUL - Merefields Main Road Little Waltham Chelmsford - Excavation of pond with the erection of a cabin and jetty – **Refused**
- 24/27.5 23/01866/FUL - Silver Ash, Cranham Road, Little Waltham - Redevelopment of the existing site to provide 5 units consisting of B2 employment space with ancillary E(g) use and B8 open storage with associated parking, landscaping and infrastructure - **Refused**
- 24/27.6 23/01880/FUL - Glenroy House, Main Road, Little Waltham - Proposed replacement roof to existing single storey structure - **Permitted**

**24/28: Financial Matters**

- 24/28.1 Payments for approval
- 24/28.2 Bank Reconciliation Statement
- 24/28.3 To compare the Bank Statement figures with the Bank Reconciliation Statement
- 24/28.4 To consider Quarterly Financial Report to 31 December 2023
- 24/28.5 To approve the proposed amendments to the allocation of funds within the 2023-2024 Budget
- 24/28.6 To approve the update to the Financial Regulations to allow the use of a direct debit card
- 24/28.7 To consider the Data Audit
- 24/28.8 To consider the Financial Risk Assessment
- 24/28.9 To consider a direct debit mandate for NPower, the electricity supply at the Pavilion

**24/29: Memorial Hall**

- 24/29.1 Update regarding registering the Memorial Hall

**24/30: Correspondence received**

**24/31 Annual Parish Meeting**

- 24/31.1 To agree the date and attendees for the Annual Parish Meeting

**24/32 Committees and Sub Committees**

- 24/32.1 Report from the Clerk for consideration

**24/33: Amenities**

- 24/33.1 To consider the quote for the new tennis net
- 24/33.2 To consider the storage box options for use in the multi use area for the tennis net
- 24/33.3 To consider the park equipment required from the park inspection and the cost for installing

**24/34: Parish Maintenance**

- 24/34.1 Issues with street lighting
- 24/34.2 To consider renewing the grass cutting contract (expires 31/03/2024)
- 24/34.3 Additional rubbish collection and litter picking in the parish
- 24/34.4 Review of the maintenance contract (expires 31/03/24)
- 24/34.5 Pavement issues and how they can be reported

**24/35 Glebe Field Footpath Application**

- 24/35.1 Update on the Footpath Application and to consider the response to the investigation queries

**24/36 Parish events**

- 24/36.1 To consider the D-Day event - the costs associated and alternative ideas

**24/37: Traffic in the village**

**24/38: Matters to be raised by members for the next agenda**