

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Meeting of Little Waltham Parish Council held on 12 March 2024 at 7:30pm at the Memorial Hall, Brook Hill, Little Waltham

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

Clerk Michelle Harrison

Three members of the public were present.

24/39: Apologies

Apologies were received from Councillors Allen and Godfrey and Councillor Steel.

24/40: Declarations of Interests

Councillor Cunningham declared an interest in item 24/44.

24/41: To consider and approve minutes

24/41.1 Minutes dated 6 February 2024

The minutes of the meeting of 6 February 2024 were formally **approved** by the Councillors as a correct record of the meeting and were signed by the Chairman.

24/42: Public Forum - to receive any representations from the public

A representative from TMA addressed the Councillors regarding registering the land of the Memorial Hall, the process that would need to be involved, the issues surrounding the drive and the demarcation process.

A resident raised the following issues:

- The base of the speed sign on Main Road (by the Ash Tree Corner bus stop) has rotted and is dangerous
- Queried when the island along Main Road would start construction
- The streetlights by Ash Tree Corner are not working (Great Waltham side of the road)

The Clerk confirmed that all of these items would be reported to the relevant authorities.

24/43: To receive reports from Councillor's attendance at external meetings

Councillor Kingham informed the Councillors that on 20 March 2024 he would be attending the Licensing Hearing for Wheelers Farm and the PPG meeting.

Councillor Cunningham left the meeting.

24/44: New planning applications

24/44.1 24/00219/FUL – Land at Merefields Main Road Little Waltham Chelmsford – Excavation of pond with jetty - no comments

24/44.2 24/00313/FUL - Annexe At Little Gatsby Chatham Green Little Waltham - Proposed garage/cart lodge attached to the front of the existing annexe – no comments

Councillor Cunningham rejoined the meeting.

24/45: Planning results for note

- 24/45.1 23/01787/FUL - Field North of Montpelier Farm, Main Road, Little Waltham - Erection of an Integrated Retirement Community (Use Class C2) comprising; a Village Care Centre, 58 bedroom care home, 45 care suites (comprising one and two bedrooms), 100 care apartments (comprising one and two bedrooms), wellness spa, open space and associated works including car parking, access, hard and soft landscaping and associated engineering works – **Refused**
- 24/45.2 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) – **No objection**
- 24/45.3 24/05605/CAT – 76 The Street Little Waltham Chelmsford CM3 3NT - Ash - Located in rear garden- Re-pollard back to old points by 1,5m. Reason: Crown is encroaching on neighbouring gardens and on house; blocking out a lot of light and potential for damage to the property; maintain the size of the tree as it takes up a huge section of the garden – **No objection**

24/46: Financial Matters

- 24/46.1 Payments for approval and receipts received

The Councillors approved the payments for approval and receipts received.

		Net £	VAT £	Total £
Salaries	February 2024	1,013.33	0.00	1,013.33
Expenses	January 2024	22.80	0.00	22.80
Essex Pension Fund	February 2024	321.18	0.00	321.18
Perspective Landscapes	February 2024	525.00	105.00	630.00
Npower	Cricket Field Electricity – January	43.77	2.19	45.96
Npower	Cricket Field Electricity – February	41.54	2.08	43.62
National Allotment Society	Membership	55.00	11.00	66.00
Richard Tinson	Expenses	45.66	0.00	45.66
Lambert Smith Hampton	Allotment Rent	77.00	0.00	77.00
Seagrave Inspections	Quarterly Park Inspection	130.00	26.00	156.00

Receipts

		Net £	VAT £	Total £
Allotment fees	January	578.50	0.00	578.50
Allotment fees	February	173.50	0.00	173.50
Garden Licenses	February	50.00	0.00	50.00
Donations from Christmas event	January	222.11	0.00	222.11
Refund from Good Elf Ltd	January	548.70	0.00	548.70

- 24/46.2 Bank Reconciliation Statement

The Council **approved** the balance of the accounts as at 29 February 2024, Unity Current Account at £141,390.78 and the Unity Instant Access Saver Account at £2,456.01.

24/47: Licensing Application at Wheelers Farm, Wheelers Hill

24/47.1 Update regarding the application

The Councillors noted that the online Licensing Hearing had been arranged for 20th March at 2pm. The Clerk has circulated the details of the meeting to the Councillors. The Clerk requested for the Councillors to confirm by email if they were able to attend the meeting.

24/48: Memorial Hall

24/48.1 To discuss and consider registering the Memorial Hall

The Councillors discussed registering the Memorial Hall. The quotes for surveyors were reviewed and it was agreed to appoint TMA to carry out the HMLR scale plan for registration, provide a valuation for the registration fee and to physically mark out the boundary corners with metal markers.

The Clerk would obtain legal fees for registering the land, which would be considered by the Councillors.

Councillor Watson agreed to write to the Memorial Hall Committee with an update on the progress.

24/48.2 To consider correspondence from the Memorial Hall regarding Parish Council meetings

The Memorial Hall Committee contacted the Parish Council regarding use of the Hall on a Tuesday evening once a month. The Memorial Hall had been approached regarding a booking for every Tuesday evening.

Councillor Watson would contact the church administrator to find out if it would be possible to use the Barn at St Martins. The outcome will be confirmed to the Memorial Hall Secretary.

24/49: Amenities

24/49.1 To note the quarterly inspection report for the Little Waltham Park

The Councillors noted the quarterly inspection report for the Little Waltham Park. The Clerk noted that there were a few medium risks which required monitoring, including the step into the multi use play area.

A quotation for the step will be attained at the same time as the step into the playing field.

24/49.2 To discuss the use of the Pavilion and field

The Councillors discussed the Pavilion and the potential uses of the building. The Councillors felt strongly that the building should offer something different to the other halls in the parish. The Clerk had been contacted to consider using the field and Pavilion for cricket. The Councillors agreed that some refurbishment would be required for the Pavilion to function fully, but agreed that this would be a sensible option. The Clerk will investigate this matter further and report back to the Council.

24/50: Parish Maintenance

24/50.1 To discuss street lighting and sign maintenance

Councillor Cunningham noted that lots of signs were dirty and others faded throughout the parish, which needed attention. This information would be sent to the Clerk to forward to Highways and the Street Lighting team.

Councillor Cunningham was obtaining quotes for signwriting to improve the Little Waltham Parish sign, this information would be reported to the Council once it is available.

24/50.2 To consider renewing the grass cutting contract

The Councillors discussed the contract and agreed that they would like to meet the contractor. They have been satisfied with the work to date.

24/50.3 Additional rubbish collection and litter picking in the parish

The Councillors agreed that this would be included in the updated specification.

The Councillors agreed to hold a community litter pick on 13 April 2024.

24/50.4 Review of the maintenance contract

The Councillors discussed the contract and agreed that they would like to meet the contractor to discuss the specification of works.

24/51 Glebe Field Footpath Application

24/51.1 Update on the application

The Councillors have responded to the queries and are now awaiting the outcome of the application.

24/52 Parish events

24/52.1 To consider the D-Day event

The Councillors discussed the options for hosting a D-Day event by the Memorial Hall in Little Waltham. The Councillors requested for the Clerk to contact the Chelmsford Garden Community and Great Waltham Clerk's to see if they would consider hosting a joint event.

24/52.2 To consider the Christmas event

The Council agreed for the Christmas event to be held on **1 December 2024 from 4pm**.

The Council discussed the options for planting a Christmas tree and it was agreed to Councillor Cunningham would investigate the costs for installing a collar in the ground.

24/53: Traffic in the village

24/53.1 Update and to decide on steps going forwards

The Councillors discussed the traffic issues in the village. Councillor Kingham provided an update on the meeting with Highways and the Traffic Consultant. It was agreed to hold a meeting with the Traffic Consultant to get some further advice about this matter.

The Councillors noted that it was important for the parishioners to be involved and should be contacted to understand their views regarding any traffic calming measures that could be introduced into the parish.

24/54: Matters to be raised by members for the next agenda

The Christmas event and the village planters.

The meeting closed at 8:55pm.