

**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 14 May 2024** at The Barn, St Martins Church, Brook Hill, Little Waltham, Essex for the transaction of the following business:

*Michelle Harrison*

Signed Michelle Harrison  
Clerk to the Parish Council

Date 7 May 2024

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

**AGENDA for the ANNUAL MEETING OF LITTLE WALTHAM PARISH COUNCIL**

- 24/71: To elect the Chairman for the Civic Year**
- 24/72: Apologies**
- 24/73: Declarations of Interests**
- 24/74: To consider and approve the Minutes 2<sup>nd</sup> April 2024**
- 24/75: To consider Committees and Representatives for the Civic Year**
- 24/76: Public Forum - to receive any representations from the public**
- 24/77: To receive reports from Councillor's attendance at external meetings**
- 24/78: Clerk's Report**
- 24/79: New Planning applications**
- 24/79.1 24/00638/FUL – Chatham Hall Lodge, Braintree Road – Conversion and extension of existing detached garage to create residential annexe
- 24/79.2 24/00588/FUL – 7 Waltham Grange Close, Little Waltham – Single storey rear extension
- 24/79.3 23/00114/FUL – Radial Distributor Route 2, South of Wheeler's Hill – Detailed planning application to provide NRDR from Wheeler's Hill to NE Chelmsford Bypass  
*This is an amended application due to a minor change in the red line boundary for the NRDR, where it runs through Zone 2 to the east.*
- 24/79.4 23/00124/FUL and 23/00124/OUT – Zone 3, Chelmsford Garden Community – Application for hybrid planning permission at Powers Farm, Chelmsford
- 24/79.5 24/00557/FUL – Land South West of Brooklands, Sheepcotes Lane – alteration to existing access

## **Applications where delegated powers have been used:**

24/79.6 24/00409/FUL – Land between Peartree Cottage and Daffodil Cottage, Braintree Road – Demolition of existing outbuildings and construction of 1 single storey dwelling and garage. Formation of new access – Parish Council submitted the same comments as for the previous application: **“Little Waltham Parish Council wishes to comment that it is concerned that any access to the proposed property should not conflict with the public highway especially as this is an area where there will be a new road configuration as a result of the construction of the Chelmsford North East bypass.”**

24/79.7 24/05626/CAT – The Old Rectory, Brook Hill – T1 and T2 Laurels – coppice two trees – **no comments**

### **24/80: To note planning results**

24/80.1 24/00313/FUL - Annexe At Little Gatsby Chatham Green Little Waltham - Proposed garage/cart lodge attached to the front of the existing annexe – **permitted**

24/80.2 24/00119/FUL – Sparrowhawks – Single storey rear and side extensions – **permitted**

### **24/81: To undertake annual review of policies**

**24/82: To confirm that the Parish Council is still compliant with the criteria for the Foundation award within the Local Council Award Scheme**

**24/83: To consider use of the General Power of Competence**

**24/84: Correspondence**

**24/85: To discuss the National Grid statutory public consultation and the Parish Councils response**

### **24/86: Amenities report**

24/86.1 To receive an update on the planters

24/86.2 To receive an update on the bins in the parish

24/86.3 To consider the clearing of the allotment at the Recreation Ground

24/86.4 To consider organising a litter pick on Saturday 21 September (World Clean Up Day)

24/86.5 To consider the quotations for painting the Little Waltham sign and base

24/86.6 To consider the quotations for painting the street light posts

### **24/87: Financial Matters**

24/87.1 Payments for approval

24/87.2 Bank reconciliation statement

24/87.3 To consider the Internal Audit report

24/87.4 To consider and approve Governance statements within the Annual Governance and Accountability Return.

24/87.5 To consider and approve the accounting statements within the Annual Governance and Accountability Return.

24/87.6 To consider and agree the draft accounts

24/87.7 To confirm the dates for notice of public rights

24/87.8 To review the signatories to the bank account

24/87.9 To review Direct Debit payments

24/87.10 Review of the Reserves Policy and to agree the reserve amounts

- 24/87.11 To consider the insurance renewal for the parish council  
24/87.12 To receive outcome of external audit for financial year 2022-23  
**24/88: To consider the issue of traffic in the Parish**
- 24/89: To consider the Pavilion**  
24/89.1 To receive update regarding Pavilion project  
24/89.2 To consider cricket on the playing field and use of the Pavilion
- 24/90: Memorial Hall**  
24/90.1 To receive update on the Memorial Hall First Registration  
24/90.1 To discuss and agree the tree works required due to subsidence at the Memorial Hall
- 24/91: Special Events**  
24/91.1 Update on the Christmas event
- 24/92: Administration**  
24/92.1 To confirm booking of EALC courses  
24/92.2 To discuss and agree for the Clerk to undertake the ILCA course
- 24/93: To review the Parish Council memberships**  
24/93.1 To review the current memberships  
24/93.2 To consider renewing membership to RCCE  
24/93.3 To consider renewing membership to Essex Playing Fields
- 24/94: Matters to be raised by members for the next agenda**