

## LITTLE WALTHAM PARISH COUNCIL

### Minutes of the Meeting of Little Waltham Parish Council held on 2 April 2024 at 8pm at the Memorial Hall, Brook Hill, Little Waltham

Present: Councillors	Antony Kingham (Chairman) Richard Tinson Rupert Watson Emma Cunningham Lallie Godfrey
City Councillor	Mike Steel
Clerk	Michelle Harrison

Eight members of the public were present.

#### **24/55: Apologies**

Apologies were received from Councillors Burrow and Allen.

#### **24/56: Declarations of Interests**

No declarations of interest were received.

#### **24/57: To consider and approve minutes**

24/57.1 Minutes dated 12 March 2024

The minutes of the meeting of 12 March 2024 were formally **approved** by the Councillors as a correct record of the meeting and were signed by the Chairman.

#### **24/58: Public Forum - to receive any representations from the public**

Councillor Steel presented his report, which included:

- Essex Casualty Reduction Initiatives, which included the intervention works at B1008 Blasford Hill/The Street, Little Waltham.
- Local Highways Panel refresh
- Chelmsford City Council Local Plan, which includes a proposal of 2 new sites in Ford End, of 20 dwellings each.

A member of the public asked about the progress of the island on the Main Road and who was responsible for funding this. Councillor Steel confirmed that he would investigate this matter and respond.

A member of the public asked about the mineral extraction consultation, particularly the site opposite Chatham Green and if the Parish Council would be responding. Councillor Kingham confirmed that the Parish Council will participate in the consultation.

*Councillor Steel and a member of the public left the meeting*

#### **24/59: To receive reports from Councillor's attendance at external meetings**

Councillor Godfrey had met with the Headteacher of the Little Waltham Primary School, the school has introduced a forest school which has been very successful.

Councillor Kingham provided an update from the recent PPG meeting, which was attended by the ICB.

## **24/60: Clerk's Report**

1. The Clerk, along with Councillors Kingham, Watson and Cunningham attended the online Licensing Application for Wheelers Farm, Little Waltham on 20 March 2024. Chelmsford City Council has confirmed the outcome, which has been circulated to Councillors.
2. The Spring Parish Litter Pick has been advertised on Facebook and I have added posters to the noticeboards. I have also informed the school. The time has been set for 10:30am and meet in front of the Memorial Hall – please let me know if any details need to be amended and which Councillors will be attending.
3. Play in the Park has been arranged for the summer with bouncy castles with Chelmsford City Council. The Clerk will request use of the Memorial Hall toilets.
4. Ann Woods will be undertaking the Internal Audit for Little Waltham Parish Council. This will take place in April.
5. The Clerk is in the process of creating the Year End Accounts, and the requirements for the audit, both will be the Clerk's main focus for the next few weeks.
6. Parish Council Annual Meeting will be held during the May meeting.
7. Insurance is up for renewal in May, the Council has a three year agreement with the current provider. The paperwork will be presented at the May or June meeting, once received by the Clerk.
8. The Clerk has notified Highways of the street and road signs which require urgent repair, as highlighted by Councillor Cunningham, and other signs which the Clerk has spotted which require attention.
9. The Kings Portrait has been requested and order has been confirmed.
10. The Clerk has notified Highways about the parking around the School as this has been raised at multiple meetings and we have not received a response from the School regarding strategies to discourage the behaviour.
11. Have reported fly tipping, as notified by Councillor Watson, which has been collected by the small car park along Back Lane.
12. We have received notification from PHIB that our request for funds for an outside gym was not successful on this occasion, as they were not funding gym equipment at this time.
13. As agreed at the 12 March 2024 Parish Council meeting I have contacted Sarah at PMA and have appointed them to carry out the surveying work for the Memorial Hall. I have also contacted four solicitors for quotes to register the land.
14. The Clerk is in the process of updating the Speed Watch Group for Little Waltham
15. The Clerk followed up residents issues raised at the last meeting:
  - a. 40/50mph signs on Main Road which has rotted – this has been reported to Highways and highlighted the severity of the damage
  - b. Update regarding island on Main Road – Highways were not able to provide an update as it was not in their planned works, but advised to visit one.network website which will list updates
  - c. Street lights by Ash Tree Corner (Great Waltham side) not working – have reported this to Highways.
16. The Clerk followed up residents queries:
  - a. Informed Essex County Council regarding the missing bus timetable at Ash Tree Corner (this has been reported numerous times)
  - b. Requested for the frequency of the bins at Ash Tree Corner to be reviewed, due to the number of times it is full.

The following items are currently on hold:

- a. Rebranding of the Parish Council
- b. New website .gov.uk domain and associated email addresses
- c. 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
- d. To consider crime in the village
  - i. To consider installation of CCTV in the parish

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 – in discussion with Highways and Councillor Steel.	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. Awaiting outcome.	September 2021
Registration of the Memorial Hall with HM Land Registry	Discussions ongoing with the Memorial Hall, surveyors and solicitors in order to arrange first registration of the land.	November 2021

**24/61: Committees**

24/61.1 To consider the terms of reference for the Committees

The Councillors unanimously **agreed** the terms of reference for the Campaign and Community Committees. The Councillors also agreed to the Community Working Group terms of reference.

**24/62: Financial Matters**

24/62.1 Payments for approval and receipts received

The below payments and receipts were **approved** by the Councillors.

		Net £	VAT £	Total £
Salary	March 2024	963.96	0.00	963.96
Expenses	March 2024	157.63	0.00	157.63
Essex Pension Fund	March 2024	305.12	0.00	305.12
HMRC	February 2024	39.58	0.00	39.58
HMRC	March 2024	32.37	0.00	32.37
Paul Clarke	Spring Magazine	780.83	2.17	783.00
CCC Rent	Cricket field and Pavilion	1,500.00	0.00	1,500.00
Memorial Hall Rent	Room rent	90.00	0.00	90.00
Perspective Landscapes	March 2024	350.00	70.00	420.00

TMA Chartered Surveyors	Memorial Hall	400.00	20.00	420.00
Essex Association of Local Councils	EALC and NALC 2024/25 Affiliation Fees	369.82	0.00	369.82

### **Invoices for note**

CCC Business Rates	Pavilion	0.00	0.00	0.00
--------------------	----------	------	------	------

### **Direct Debits**

Wave	Blasford Hill	0.00	0.00	0.00
Wave	Cricket Club	51.72	0.00	51.72
Bank Charges	March	18.00	0.00	18.00

### **Receipts**

Allotment fees	March	40.00	0.00	40.00
Magazine adverts	March	455.00	0.00	455.00
Bank Interest	March	16.84	0.00	16.84

#### 24/62.2 Bank Reconciliation Statement

The Council **approved** the balance of the accounts as at 31 March 2024, Unity Current Account at £139,394.51 and the Unity Instant Access Saver Account at £2,472.85. The Statement was signed by the Chairman.

#### 24/62.3 To review the Bank Statement against the Bank Reconciliation Statement

The Bank Statement was reviewed against the Bank Reconciliation Statement and the Councillors confirmed that they tallied.

#### 24/62.4 To review year end budget monitoring report

The Councillors **approved** the year end budget monitoring report.

#### 24/62.5 To review the Internal Financial Control Report

The Clerk presented the Internal Financial Control Report, which indicates the steps which are carried out. This was approved by the Councillors.

#### 24/62.6 To review the Asset Register

The Asset Register was reviewed and approved by the Councillors. The Clerk confirmed that this would be added to the website.

#### 24/62.7 To consider an accountancy package (Easy PC Accounting)

The Councillors considered the quotes for the accountancy packages, and **agreed** for the Clerk to use Easy PC Accounting.

24/62.8 To confirm bank standing orders and regular payments

The Councillors considered the bank standing orders and regular payments provided the payments were within the budget for each cost centre.

<b>Payee</b>	<b>Payment type</b>	<b>Frequency</b>
Employee	Salary and expenses	Monthly
HMRC	Tax and NI	Monthly
Essex Pension Fund	Pension provision	Monthly
Perspective Landscapes	Gardening Maintenance and litter picking	Monthly
JCM Services	Grass cutting	Monthly
Seagrave Inspections	Play area inspections	Quarterly
Repro House	Publication of magazine	Quarterly
Wave	Water bills	Every 6 months
Lambert Smith Hampton	Allotment rent	Every 6 months
D M Payroll Services	External Payroll and Pension Submissions	Annually
Information Commissioner	Data protection registration	Annually
BHIB	Renewal of Parish Council insurance	Annually
Titan Storage	Renewal of rent for storage unit	Annually
Myers Scott	Domain fees and SSL certificate together with ad hoc IT support	Annually
EALC	Annual subscription and NALC subscription	Annually
RCCE	Annual subscription including village hall section	Annually
SLCC	Annual subscription	Annually
National Allotment Society	Annual subscription	Annually
Chelmsford City Council	Rent for Playing Fields, Pavilion	Annually
Royal Mail	PO Box rental	Annually

**24/63: Parish Magazine**

24/63.1 To consider the distribution quotes for the magazine

The Councillors discussed the distribution quotes for the magazine and **agreed** that Distribute4u should be appointed for distribution going forwards.

24/63.2 To consider the production quotes for the magazine

The Councillors considered the production quotes for the magazine and **agreed** to move production of the magazine to Repro House.

**24/64: Administrative items**

24/64.1 To consider Clerk's holiday allowance

The Councillors **agreed** for the Clerk's holiday allowance to be rolled over into the next financial year.

24/64.2 Parish Council meetings moving location

Councillor Kingham confirmed that from the May meeting the Parish Council meetings would be held at the Barn in St Martins Church.

24/64.3 To consider a Council mobile telephone

The Councillors discussed whether the Council telephone number should be a mobile rather than landline. It was agreed for the Clerk to purchase a mobile phone and contract.

24/64.4 Correspondence

#### **Essex Association of Local Councils**

Weekly e-bulletin

#### **Essex County Council**

01/03/24 Chelmsford North East Bypass update

#### **Mayors Office**

News from the Mayor and Deputy Mayor of Chelmsford

#### **RCCE**

Monthly newsletter

#### **Other**

Chelmsford City Council bulletins and updates

Memorial Hall regarding Parish Council hiring the hall for meetings

CSW monthly newsletter

14/03/24 ECC Digital Programme switching to digital to analogue

#### **24/65: Memorial Hall**

24/65.1 Update on registering the Memorial Hall

Councillor Kingham provided an update about the first registration of the Memorial Hall. The Clerk had obtained quotes from solicitors to carry out the first registration, which were discussed by the Councillors. It was agreed for Bawtree Solicitors to be appointed to carry out this work.

The Memorial Hall and Trustees would be sent an email with an update on the situation.

#### **24/66: Amenities**

24/66.1 To discuss the Pavilion

The Councillors discussed the possible uses for the Pavilion. It was agreed to arrange an onsite meeting with Richard Wilson, from the Estates Department from Chelmsford City Council to understand the restrictions and draw up a plan to move forwards.

24/66.2 To discuss cricket on the playing field

The Clerk confirmed the requirements that would need to be put into place in order for cricket to return on the playing field. The Clerk confirmed that she had communicated these issues to the interested party, however, had not received a response to date.

24/66.3 Electricity supply at the Pavilion – to consider moving supplier

The Councillors confirmed to settle the outstanding invoices from Npower, totalling £521.31. The quotes from new providers were reviewed and the Councillors authorised for the Clerk to move to Valda Energy and to set up a direct debit for the payments.

**24/67: Parish Maintenance**

24/67.1 To discuss village planters

The Councillors discussed the village planters and the quotes obtained for the planters, plants and soil, and agreed for these items to be purchased. It was noted that the cost for the planters will come from the Community Infrastructure Levy funds.

It was requested for the Clerk to arrange a meeting with the Gardener to discuss the installation of the planters.

Councillor Cunningham thanked Maggie from the Gardening Club for all her help and assistance.

24/67.2 Update on street lighting and sign maintenance

The Clerk informed the Councillors that all the street light and sign issues had been reported to Essex Highways.

24/67.3 To discuss Parish Maintenance

The Councillors discussed the parish and commented that efforts are being put into the parish to improve the amenities and aesthetics of the parish.

Councillor Cunningham reported issues with overflowing bins and that the bins in the parish were not uniform. The Clerk would investigate which bins are emptied by the City Council and by the Parish Council, to ensure all bins are covered. Councillor Cunningham queried whether we required larger bins. This would be investigated and the Clerk noted that there were CIL funds available for these types of projects.

Councillor Cunningham noted that bus shelters have not been swept, this needed to be reviewed and discussed with the maintenance contractor.

Councillor Cunningham further commented that there were quite a few issues with the pavements in the parish, the worst being on Main Road near the Street and the Brook Hill Crossing. It is understood that a lot of issues are due to the Cherry Tree roots. The Clerk would report these issues to Highways and reference the trees, in case these need to be removed or cut back in order to prevent the issues getting worse or occurring elsewhere.

The Councillors **approved** to extend the contract for grass cutting for another year with JCM as they were satisfied with the standard of work. The Clerk has requested for the invoices to be more descriptive and to include the dates the work are carried out, and will set up a meeting with the Councillors.

**24/68: Parish events**

24/68.1 To consider the D-Day event

The Councillors agreed to speak to Councillor Allen regarding the D-Day event to check if he had any specific ideas.

Councillor Cunningham had found a beacon which could be an option to light and display by the war memorial. Councillor Cunningham requested for the Clerk to circulate the details to the Councillors for consideration.

24/68.2 To consider the Christmas event

It was agreed for the event to be held on Sunday 1 December 2024 from 4pm. This will be communicated on social media, the website and the quarterly magazine.

The Clerk would obtain quotes for the brass band and circulate these to the Councillors for decision.

**24/69: Traffic in the village**

Councillor Kingham provided a brief update on the traffic in the village.

**24/70: Matters to be raised by members for the next agenda**

No items were raised by the members for the next agenda.

The meeting closed at 9:20pm.