

A resident commented on the lack of grass cutting. The Clerk had already reported this to the required authorities. Councillor Steel noted that lots of areas are receiving a half cut, as a new measure to encourage wild growth.

A resident queried about what the National Grid are doing on the water main to protect it from the power cables to protect it from corrosion. The Clerk would request an update from the National Grid.

24/99: To receive reports from Councillor’s attendance at external meetings

Councillor Kingham confirmed attendance at the Memorial Hall Committee meeting.

24/100: Clerk’s Report

1. The Clerk assisted resident with issue regarding overhanging trees and directed who this needs to be reported to.
2. The Clerk has reported trees that are overhanging the Main Road, Chatham Green, near Daffodils Cottage to Essex Highways – as requested at the previous meeting.
3. The Clerk has reported the following on Wheeler’s Hill:
 - a. Damage to pavement due to tree roots
 - b. Loose dressing on road and damage/uneven road surface
 - c. Low kerbs on corner at Wheeler’s Hill - unsafe
 - d. Potholes (corner of Back Lane/Wheeler’s Hill corner)
4. Clerk attended a Website Accessibility and gov.uk presentation hosted by Scribe on 15 May 2024
5. Clerk submitted the NG submissions on behalf of LWPC on 15 May 2024.
6. The AGAR submission was sent to PKF Littlejohn by email on 15 May 2024.
7. Vera Perkins payment – payment of the interest to be paid to the Memorial Hall. A paper has been prepared and will be presented to the Council, to show the details of the payment.
8. Perspectives Landscapes have agreed to remove and dispose of the Christmas tree free of charge
9. Notice of public rights and publication of unaudited annual governance and accountability return has been published on the website and noticeboards in line with the agreed dates. Announcement added to the notice board on 25 May.
10. The Memorial Hall has confirmed that the toilets can be used for the Play in the Park event in August, for a cost of £30.

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
Registration of the Memorial Hall with HM Land Registry	First registration of the Memorial Hall is progressing.	November 2021

24/101: New Planning applications

24/101.1 24/00696/FUL – Sparrowhawks, Main Road, Little Waltham - Alterations to existing roof including addition of roof lights. Demolition of existing attached garage (with part of wall retained as garden wall) and construction of new detached garage – **no comments**

24/101.2 23/00124/OUT - Zone 3, Chelmsford Garden Community, Beaulieu Parkway - Application for Hybrid planning permission at Powers Farm, Chelmsford; Outline Planning Permission

with all matters reserved except means of accesses from/to the proposed Northern Radial Distributor Road (NRDR) – **no comments**

24/101.3 18/01056/S73/5 - Land North South and East Of Channels Drive, Broomfield - Variation of condition 1 to approved planning application 18/01056/S73/1 – **no comments**

24/102: To note planning results

24/102.1 24/00219/FUL - Land at Merefields Main Road Little Waltham – Excavation of pond with jetty - **permitted**

24/102.2 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 – **Application refused**

24/102.3 24/05626/CAT – The Old Rectory, Brook Hill – T1 and T2 Laurels – coppice two trees – **No objection**

24/103: Correspondence

Essex Association of Local Councils

Weekly e-bulletins and Salt Bag Scheme

RCCE – monthly newsletter

Chelmsford City Council bulletins and updates

24/104: Review of the Local Plan - Preferred Options Local Plan and Preferred Options Integrated Impact Assessment

The Councillors discussed the review of the local plan and noted the main developments which would affect the parish.

24/105: Update regarding the National Grid statutory public consultation

Councillor Burrow provided an update on the consultation and the work that he had been undertaking. He noted that Essex Chronicle had written an article about Ash Tree Corner monument which would be published shortly. The Council thanked Councillor Burrow for his hard work on this matter.

24/106: Amenities report

24/106.1 To discuss and agree upgrading the bins in the parish

The Councillors discussed the use and cost of the bins in the parish. It was unanimously agreed to replace the bins at the two bus stops on The Street, the bin in the car park and the bin at Ash Tree Corner. The Clerk would obtain quotations for bins.

24/106.2 Update and consider planters

The Councillors noted the update on the planters.

24/106.3 To consider update to the grass cutting contract

The Councillors discussed the grass near Winckford Close. It was agreed that this area should be cut by the Parish Council's contractor when required, the contractor will check the state of the grass when they are making the rounds in the parish. The Councillors agreed to this additional cost.

Councillor Allen noted that the area near the stream needed some attention. The Clerk would obtain a quotation for this from the grass contractor and report back to the Council.

24/106.4 To consider trees and bulb purchasing

The Councillors approved the purchase of bulbs through Chelmsford City Council. The cost for the bulbs was approved and would be allocated from the Community Infrastructure Levy. The Councillors considered planting the bulbs and trees on the grass area behind the War Memorial. Councillor Allen suggested purchasing some benches for this area so it can be enjoyed by the community, which would be investigated.

The Councillors approved ordering free trees through the Woodland Trust, to assist with the biodiversity goals of the Council. The Clerk would order these.

24/106.5 To consider salt bag partnership 24/25

The Councillors **agreed** to take part in the salt bag partnership for 2024/2025. It was suggested that the excess salt could be stored in the Pavilion.

24/107: Glebe Field update

The Clerk updated the Councillors regarding the Glebe Field and the Order that Chelmsford City Council will be making in regards to the footpath.

24/108: Financial Matters

24/108.1 Payments for approval

The payments were authorised by the Councillors:

		Net £	VAT £	Total £
Personnel costs	May 2024	1,104.63	0.00	1,104.63
Essex Pension Fund	May 2024	339.25	0.00	339.25
HMRC	May 2024	51.13	0.00	51.13
Seagrave Inspection Services	Annual Inspection	137.00	27.40	164.40
NPower	March 2024	44.92	2.25	47.17
Npower	April 2024 – Final Invoice	28.59	1.43	30.02
ReproHouse	Magazine and leaflet	443.00	18.00	461.00
Perspectives Landscapes	Planters, maintenance & litter - May	766.50	153.30	919.80
Perspectives Landscapes	Gardening - May	50.00	10.00	60.00

Reporting invoices paid as agreed at the May 2024 meeting

RCCE	Membership	49.75	9.95	59.70
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Reporting receipts since last meeting:

Allotment fees	May	22.50	0.00	22.50
Magazine advert	May	140.00	0.00	140.00
CIL	CIL Transfer	10,317.93	0.00	10,317.93

Direct Debits paid in May:

Valda Energy	21.04.24-20.05.24	1.05	0.05	1.10
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Information Commissioner	Annual subscription	35.00	0.00	35.00
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24/108.2 Bank reconciliation statement

The Council **approved** the balance of the accounts as at 31 May 2024, Unity Current Account at £172,363.92 and the Unity Instant Access Saver Account at £2,472.85.

24/108.3 To confirm submission of the Annual Governance and Accountability Return

The Clerk confirmed that the Annual Governance and Accountability Return had been submitted and that the paperwork for the exercise of public rights had been published, as required.

24/109: To consider the issue of traffic in the Parish

Councillor Kingham provided an update regarding traffic in the Parish. The Councillors considered the paper which had been provided by Councillor Steel. A meeting had been arranged to discuss the paper in more detail and a further update will be provided at the next meeting.

The Council agreed to allocate a budget of £2,500 from the Community Infrastructure Fund to allow for some further technical advice, if required, as part of the traffic exercise.

24/110: To consider items relating to the Pavilion

24/110.1 To receive update regarding Pavilion project

The update was noted by the Councillors.

24/110.2 Procurement rules for the Pavilion works

The Clerk informed the Councillors that due to procurement rules it was necessary to add the Pavilion renovation to Contracts Finder. The Clerk had added a notice to Contracts Finder.

24/110.3 Redevelopment of pavilion and quotes for consideration

The quotes will be considered after the closure of the Contracts Finder notice, so all quotations and tender can be reviewed.

24/110.4 Cleaning of Pavilion in advance of June event and access arrangements

Councillor Kingham confirmed that he would arrange this as necessary.

24/111: Memorial Hall

24/111.1 To receive update on the Memorial Hall First Registration

Councillor Kingham confirmed that he had attended the Memorial Hall Committee meeting on 28 May 2024. The first registration of the Memorial Hall was discussed. Councillor Kingham confirmed the progress which had been made. It was agreed that the Memorial Hall Committee would make a contribution to the costs. Councillor Kingham confirmed that the demarcation can now go ahead and the Clerk would arrange for this to proceed.

The Councillors **authorised** the solicitors fees and disbursements which includes Land Registration Fee and searches, and **agreed** for the Clerk to arrange this payment. The Councillors **approved** for the Clerk to sign the client care letter on behalf of the Council, and that Councillors Kingham and Watson would be the authorised signatories. The Clerk drew the Councillors attention to the content of the client care letter from the solicitors, which was noted and agreed.

24/111.2 To consider the tree works quotes required due to subsidence at the Memorial Hall
The Councillors discussed the quotations for the tree works. The Councillors unanimously **agreed** to proceed with Essex Tree Brothers. The Clerk would arrange for the work to be carried out at the necessary time.

24/111.3 To consider the request for access via Brook Hill car park for the centenary celebrations
The Councillors **agreed** to this request. The Clerk would inform the Secretary of the Memorial Hall Committee.

24/112: To consider Special Events

The Clerk confirmed that the Essex Police Band has confirmed that they are able to perform at the Christmas event.

The Estates Department at Chelmsford City Council have confirmed that they are satisfied for the Christmas tree stand to be installed in the ground on Taylor's Park as requested.

24/113: To review the Parish Council memberships

The Councillors reviewed and approved the memberships of SLCC, EALC, NALC, The Allotment Society, RCCE and Parish Online.

24/114: Music Festivals at Wheeler's Farm, Wheeler's Hill

CONFIDENTIAL

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is advisable that the public be excluded and instructed to withdraw for agenda item 24/115

The Councillors discussed the matters which had arisen due to the event.

24/115: Personnel

24/115.1 To consider spinal code for Clerk

The Councillors discussed and **agreed** the scale, spinal code range and code to apply to the Clerk. This will start from 1 June 2024.

24/116: Matters to be raised by members for the next agenda

Accessible equipment for the park, including a swing.

The meeting closed at 8:55pm.