

LITTLE WALTHAM PARISH COUNCIL

Minutes of the Annual Meeting of Little Waltham Parish Council held on 9 July 2024 at 7:30pm at The Barn, St Martin's Church, Brook Hill, Little Waltham

Present: Councillors Antony Kingham (Chairman)
 Richard Tinson
 Emma Cunningham
 Lallie Godfrey

Clerk Michelle Harrison

1 member of the public was present.

24/117: Apologies

Apologies were received from City Councillors Steel and Wilson and Councillors Allen, Burrow and Watson.

24/118: Declarations of Interests

No declarations for interests were received from the Councillors. The Clerk noted an interest in item 24/123.

24/119: To consider and approve the Minutes 4 June 2024

The minutes were approved and signed by the Chairman.

24/120: Public Forum - to receive any representations from the public

The report from Councillor Steel was noted by the Councillors, which covered: an update on pylons, member led highway defects, Little Waltham traffic and the status of the refuge crossing.

24/121: To receive reports from Councillor's attendance at external meetings

Councillor Godfrey confirmed attendance at the primary school.

24/122: Clerk's Report

1. The Clerk confirmed that the vegetation by the bus stop in Little Waltham and the corner of Brook Hill has now been trimmed.
2. The Clerk has followed up the following overgrown vegetation to the necessary departments: Little Waltham Car Park, Essex Regiment Way (obscuring signage), Chelmer Avenue, path on Brook Hill (near the Glebe Field).
3. The Clerk has attended the following courses: Bio-diversity, Law and Procedures and Roles and Responsibilities.
4. The Clerk has received confirmation from PKF Littlejohn that the AGAR submission has been received.
5. Highways have contacted the Council regarding the byway and the possibility of a Permanent Traffic Regulation Order. Further information will be provided in due course.
6. The items that were raised by the members of public at the June meeting have all been followed up. The Clerk is awaiting a response from the Police regarding anti social behaviour in the car park and any preventative measures that could be taken, and the solicitors response regarding drainage at the Memorial Hall.
7. The Clerk has ordered the free trees from the Woodland Trust, which will be delivered in November if we are successful.
8. The Clerk has ordered the bulbs from Chelmsford City Council.

The following items are currently on hold:

- a. To receive update on 20s plenty initiative and further signage
- b. To consider the installation of Speed Indicator Devices
- c. 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	20mph speed limit around the school has been agreed and funding has been allocated.	April 2021
Glebe Field Right of Way	Application for right of way to be added to the definitive map. Essex County Council have made an Order. Awaiting outcome.	September 2021
Registration of the Memorial Hall with HM Land Registry	This matter is progressing and the first registration documentation is being arranged by the solicitors.	November 2021

24/123: New Planning applications

- 24/123.1: 16/01394/S73/1 - Land North of Cranham Road, Little Waltham, Chelmsford - Variation of Conditions 8 & 9 to approved planning permission 16/01394/OUT (Demolition of existing building and erection of a flour and feed mill (Use Class B2) including storage, alterations to the access, parking, landscaping and associated ancillary development) – **no comments**
- 24/123.2 24/00551/FUL - Tepari Braintree Road Little Waltham Chelmsford - Single storey rear extension and loft conversion to existing dwelling. Construction of 1no new dwelling – **no comments**
- 24/123.3 24/00810/FUL - Land at Powers Farm Cranham Road Little Waltham Chelmsford - Detailed planning application for enabling works at Powers Farm, Chelmsford – **no comments**
- 24/123.4 23/00124/OUT – Zone 3, Chelmsford Garden Community, Beaulieu Parkway, Chelmsford – Hybrid planning permission at Powers Farm, Chelmsford – **no comments**
- 24/123.5 To consider any planning applications submitted prior to the publication of the agenda – **no further applications were received.**
- 24/123.6 Decision via delegated powers and email consultation:
24/03085/NAMPRO – Physiotherapy Clinic at Blenheim Cottage, Back Lane, Little Waltham – no comments

24/124: To note planning results

- 24/124.1 24/00638/FUL – Chatham Hall Lodge, Braintree Road – Conversion and extension of existing detached garage to create residential annexe - **permitted**
- 24/124.2 24/00588/FUL – 7 Waltham Grange Close, Little Waltham – Single storey rear extension **permitted**
- 24/124.3 24/00557/FUL – Land South West of Brooklands, Sheepcotes Lane – alteration to existing access – **Refused**
- 24/124.4 23/01787/FUL - Field North Of Montpelier Farm Main Road Little Waltham - Erection of an Integrated Retirement Community (Use Class C2) - **Appeal lodged**
- 24/124.5 23/00525/FUL - Land Between Peartree Cottage and Daffodil Cottage North East Of Ponside Nursery Braintree Road Little Waltham Chelmsford - Demolition of existing storage buildings and construction of replacement 3-bedroom chalet bungalow and single cart lodge – **Appeal Dismissed**
- 24/124.6 24/03085/NAMPRO – Physiotherapy Clinic at Blenheim Cottage, Back Lane, Little Waltham – **Granted**
- 24/124.7 24/00696/FUL – Sparrowhawks, Main Road, Little Waltham - Alterations to existing roof, demolition of existing attached garage (with part of wall retained as garden wall) and construction of new detached garage - **Permitted**

24/125: Correspondence Essex Association of Local Councils

Weekly e-bulletins

RCCE – monthly newsletter

Chelmsford City Council bulletins and updates

A member of the public joined the meeting

24/126: Amenities report

24/126.1 To consider installing new bins in the parish, including the Nature Reserve Car Park
After lots of discussion the Councillors agreed that as there were litter issues throughout the parish it would be sensible to replace all the bins in the Parish, including the bins on Taylors Park. The Councillors noted that they had already previously agreed to replace the bins at the bus stops and in the car park. The Councillors also agreed to submit the licence documentation to Chelmsford City Council to install a new bin in the Nature Reserve Car Park. The Clerk will carry out the necessary documentation and lodge requests with Chelmsford City Council to obtain the required permissions.

The Councillors discussed dog waste in the park and agreed to request a new dog waste bin for the entrance to Taylors Park opposite the White Hart Pub. The Clerk would find out how much it would cost to install a bin and for the City Council to collect the waste.

24/126.2 To consider signage in the open spaces and quotations for the park and multi-use area
Further to a request by a resident, the Councillors considered the signage in Taylor's Park. It was agreed to add some signage regarding rubbish and tidying up after your dog in the Taylor's Park.

The Councillors noted that a new sign would be attached to the storage box requesting for the tennis net to be stored, when it is not in use. This had been agreed by the Councillors at a previous meeting.

The Councillors noted that the multi-use area was being frequently regularly by dogs, Councillor Kingham proposed that signage should be added to the fence that dogs are not allowed in the multi-use court. The Councillors unanimously agreed. The Clerk presented a quotation for signage, which the Councillors approved.

The Councillors discussed the maintenance of the play area, the quotation to remove the weeds and moss on the soft play areas was agreed.

24/126.3 To consider the annual park inspection
The inspection report was discussed by the Councillors and the conclusions noted.

24/126.4 To consider quotations to repair the step into the multi-use play area
The quotations were reviewed and it was agreed to appoint Mortimer Contractors to repair the step, and to request this as a matter of urgency due to health and safety.

24/126.5 To consider the park equipment and accessible play equipment
Councillor Kingham had been approached by a resident regarding the park and the lack of accessible play equipment. Councillor Kingham suggested that a review of the park and Taylor's Park should be undertaken by Councillors. This was agreed by the Councillors.

24/126.6 To consider gardening at the war memorial
The garden at the war memorial was discussed by the Councillors. Councillor Godfrey proposed for the bushes and plants around the war memorial to be reviewed, as it currently hides the war memorial and is very overgrown.

Councillor Godfrey proposed for a budget of £1,000 to be set for this project. This was seconded by Councillor Cunningham and unanimously agreed by the remaining Councillors.

It was agreed that the £1,000 would be allocated from the Community Infrastructure Levy.

24/126.7 To consider request to plant tree in Taylor's Park

The Clerk informed the Councillors that a resident had requested to plant an oak tree in Taylor's Park. The Councillors considered the request, it was proposed to agree this request by Councillor Kingham, seconded by Councillor Godfrey and unanimously agreed by the remaining Councillors. Councillor Godfrey noted that consideration needs to be given to the location where the tree is planted due to the size that it would grow. The Clerk noted that Chelmsford City Council Estates Department had confirmed that they would support this request. The Clerk would update the resident with the decision.

24/127: Financial Matters

24/127.1 Payments for approval

The payments for approval were unanimously approved by the Councillors.

		Net £	VAT £	Total £
Clerk	Salary and expenses	1,326.59	0.00	1,326.59
Essex Pension Fund	June 2024	421.06	0.00	421.06
HMRC	June 2024	159.35	0.00	159.35
Little Waltham Memorial Hall	Room Hire	30.00	0.00	30.00
EALC	Courses – June 2024	180.00	36.00	216.00
Perspectives Landscapes	June 2024	400.00	80.00	480.00
JCM Services	Grass Cutting – cut 1	662.50	132.50	795.00
JCM Services	Grass Cutting – cut 2	662.50	132.50	795.00
Titan Self Storage	Annual storage cost	882.50	176.50	1,059.00
Essex Tree Brothers	Tree removal	2,100.00	420.00	2,520.00
Distribute4U	Magazine distribution	120.00	24.00	144.00
Chelmsford City Council	Bulbs	130.00	0.00	130.00
Mortimer Contracts Limited	Tennis net and storage box	595.00	119.00	714.00

Direct Debits paid in June:

Anglian Water	Pavilion	54.86	0.00	54.86
Valda Energy	Pavilion	0.00	0.00	0.00
Unity	Service charge	18.00	0.00	18.00

Payments made as agreed at the June meeting:

Bawtrees	Memorial Hall registration	458.00	41.60	499.60
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24/127.2 Bank reconciliation statement and bank statements

The Council **approved** the balance of the accounts as at 30 June 2024, Unity Current Account at £168,614.06 and the Unity Instant Access Saver Account at £2,426.01.

The Council compared the reconciliation statement to the bank statement. Councillor Godfrey signed the statement to evidence that the figures tally, as required by the Financial Regulations.

24/127.3 Quarterly budget monitoring report

The Councillors unanimously approved the quarterly budget monitoring report.

24/127.4 To receive CIL Report for 2023/2024

The Councillors noted the CIL Report, which was presented for their information. The Report has been filed with Chelmsford City Council, as required.

24/127.5 To consider making a contribution to the Scoping Report

The Councillors agreed to make a contribution of £150 to the Scoping Report, as the matters directly affect the parish.

24/128: Administrative issues

24/128.1 To consider the quotations for a .gov.uk website and email addresses

The Councillors discussed the IT requirements for the Parish Council and the quotations for a new .gov.uk website, email accounts for the Clerk and Councillors and the necessary IT packages for the Clerk. It was agreed to appoint Aubergine to create a domain and website and IT Cloudy to set up the email accounts, migration of emails and data and to include an ongoing support package. The quotations from both suppliers were approved for payment, so the projects could get underway. This was proposed by Councillor Kingham, seconded by Councillor Cunningham and approved by the remaining Councillors.

24/129: Music Festivals at Wheeler's Farm, Wheeler's Hill

24/129.1 To consider the response from Chelmsford City Council

The Councillors discussed the response from Chelmsford City Council to the noise complaints from the events at Wheeler's Farm. It was agreed that the Clerk would submit a response, clarifying some matters.

24/130: Glebe Field

24/130.1 To consider if the Parish Council support the order if there is opposition

The Councillors considered if they would support the order if there was opposition. Councillor Kingham proposed that the Council should support this, this was seconded by Councillor Tinson, and unanimously approved by the Councillors.

24/130.2 To consider a response to the Defined Map Modification No 703

The Councillors agreed that the Parish Council should respond to the Defined Map Modification. Councillor Kingham noted that Councillor Watson would draft a response for the Councillors to review prior to submission.

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 24/131

The Parish Councillors resolved for the members of the public to be removed from the meeting.

Member of the public left the meeting

24/131: To consider items relating to the Pavilion

24/131.1 To consider tenders for the redevelopment of the Pavilion

The Councillors discussed the tenders in detail. It was agreed to appoint the following contractors: Redferns, Simpsons, LAPD Painting & Decorating, CW Flooring, Ford Brothers, Toilets+ and Dunmow.

The Clerk confirmed that this information would be updated on the Contracts Finder website. The Clerk would also inform the successful and unsuccessful tenders by email.

24/132: Matters to be raised by members for the next agenda

Councillor Cunningham requested for planters to be added to the next agenda.

The meeting closed at 8:40pm.