

5. The Little Waltham sign has been collected and is being painted. The Clerk has received a few calls enquiring about the sign and has updated the concerned parishioners. The signwriter is keeping Councillor Cunningham updated with the progress.
6. The Clerk arranged for the footpath leading to Braintree Road to be cleared, as it was overgrown.
7. The Play in the Park event was held in Little Waltham on Friday 9 August. 107 people attended the morning session and 57 in the afternoon. This event included a bouncy castle and a free taster session of Dragonball for attendees.
8. The Clerk has ordered the signage for the recreational ground and multi-use play area.
9. The Clerk is in the process of investigating the ownership of the bus shelters and to obtain the relevant documentation – so a review of the bus shelters can be carried out.
10. The Clerk has liaised with Highways and has started the process to apply for new bin licences within 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. The Clerk has been liaising to try and gain the 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

The Clerk left the meeting.

24/139: New Planning applications

24/139.1 24/01143/FUL - Blenheim Cottage Back Lane Little Waltham Chelmsford, Proposed veranda – No comments.

24/139.2 To consider any planning applications submitted prior to the publication of the agenda
No further planning applications were received.

The Clerk returned to the meeting.

24/140: Planning items to note where decisions have made via delegated powers

The Councillors noted these planning decisions.

24/140.1 24/01051/LBC and 24/00996/FUL - The Old Ale House Main Road Little Waltham Chelmsford - Demolition of existing single storey east end extension and construction of a replacement single storey extension

24/140.2 CC/CHL/110/23 - Expansion and enhancement of Chelmer Valley Park and Ride, including an expansion of the car parking area to the north and east, pedestrian and cyclist improvements and the construction of a new substation. Together with other associated development, works and landscaping - Chelmer Valley Park and Ride, Pratt's Farm Lane, Little Waltham, Chelmsford

24/140.3 13/00409/S73/1 - Land East Of North Court Road And North Of Hospital Approach Broomfield Chelmsford - Variation of condition 3 to approved planning application 13/00409/FUL (Construction of 178 Dwellings, care home (90 rooms), GP surgery and retail store, together with associated access, car parking, landscaping and related works) to a variation to the scheme to increase the number of bedrooms from 48 Care room homes to 79 C2 suites as well as smaller basement to accommodate staff ancillary rooms, gym and hydrotherapy pool.

24/141: To note planning results

24/141.1 24/00551/FUL - Tepari Braintree Road Little Waltham Chelmsford - Single storey rear extension and loft conversion to existing dwelling. Construction of 1no new dwelling –

Application refused

24/141.2 24/00810/FUL - Land at Powers Farm Cranham Road Little Waltham Chelmsford - Detailed planning application for enabling works at Powers Farm, Chelmsford –

Application permitted

24/141.3 24/03085/NAMPRO – Physiotherapy Clinic at Blenheim Cottage, Back Lane, Little Waltham – **Approved**

24/142: Correspondence

Essex Association of Local Councils – Weekly e-bulletin

Chelmsford City Council - Fly Posting: Councillors noted and made no comments

Unity Bank – Update regarding change to fees: Councillors noted and made no comments.

Local Government Boundary Commission - Final recommendations for Essex County Council published: Councillors noted and made no comments.

RCCE – monthly newsletter

Other

Chelmsford City Council bulletins and updates

CSW monthly newsletter

24/143: Amenities

24/143.1 To consider the quarterly park inspection

The quarterly park inspection was noted by the Councillors.

Councillor Kingham noted that a meeting was required to review the park equipment and discuss accessible equipment. This would be held after the Pavilion project has been completed.

24/143.2 To receive an update about the war memorial garden

Councillor Godfrey provided an update. The Councillors discussed the quotation received from Perspective Landscapes and agreed for two further comparable quotations to be sought for comparison.

24/143.3 To choose the new bins for the Parish and to receive an update about the project

The Councillors discussed the bin designs. The Council resolved to purchase the Glasdon Jubilee 110 Litter Bin for all the bins that are being replaced throughout the parish. The Clerk would complete the licencing documentation.

24/143.4 To review the amenities contracts including: gardening, maintenance and grass cutting

It was agreed for the contracts to be reviewed and presented to the Council for discussion at a future meeting, and to arrange for the contracts to be put out to tender.

24/143.5 To consider cutting the hedge line in the recreational ground
The Councillors considered this and agreed that for safety reasons it was sensible for this to be cut. It was agreed to proceed with JCM as part of an extension of the grass cutting within the park. The quotation from JCM was agreed and approved for the Clerk to arrange payment.

Whilst discussing vegetation, the Councillors commented about the vegetation on Brook Hill, from the bus shelter to the Taylors Park footpath, and asked for this to be added to a future agenda for discussion.

24/144: Allotments

24/144.1 To consider the quotations for the works required at recreational ground allotment plots
The Clerk informed the Councillors that during a routine inspection the community areas of the recreation ground allotments required the grass and brambles to be cleared. There were also two plots which needed to be cleared. The Councillors reviewed the four quotations. Councillor Kingham proposed and Councillor Tinson seconded for JCM to carry out these works.

24/145: Financial Matters

24/145.1 Payments for approval

The Councillors approved the following payments:

Please approve the below payments:

		Net £	VAT £	Total £
Personnel and Expenses	August 2024	1296.08	0.00	1,296.08
Essex Pension Fund	August 2024	416.14	0.00	416.14
HMRC	August 2024	152.85	0.00	152.85
Perspective Landscapes	Gardening and litter – August	400.00	80.00	480.00
Lambert Smith Hampton	Blasford Hill – allotment rent	77.00	0.00	77.00
Chelmsford City Council	Play in the Park – August 2024	485.00	0.00	485.00
Seagrave Inspection Services	Park inspection – August 2024	130.00	26.00	156.00
Myers Scott	Hosting	83.88	16.78	100.66

Direct Debit payments made:

Valda Energy	Pavilion (July)	8.46	0.42	8.88
Valda Energy	Pavilion (August)	0.71	0.04	0.75

24/145.2 Bank reconciliation statement and bank statements

The Council **approved** the balance of the accounts as at 31 August 2024, Unity Current Account at £153,691.79 and the Unity Instant Access Saver Account at £2,426.01.

24/145.3 To receive the outcome of external audit for financial year 2023- 2024

The Clerk presented the outcome of the external audit for the financial year 2023-2024, which was noted by the Councillors. The Clerk noted that there were not any actions for the Council to undertake.

24/145.4 To note the notice of conclusion of audit and to agree the publication time
The Councillors noted the notice of conclusion of the audit and agreed that the notice should be published on the noticeboards for two weeks, at a minimum.

24/145.5 To note and agree the updated banking fees from Unity Bank
The Clerk informed the Councillors about the correspondence from Unity Bank which confirmed that the banking fees are changing from T1 to T2. This was noted by the Councillors. The Clerk confirmed that the new charges will be applied automatically by the bank.

24/145.6 To consider the updated contract from DM Payroll and fees for 2025
The Councillors considered the updated contract from DM Payroll and agreed for the Clerk to sign the document. The Councillors approved the fees for 2025, which includes organising the pension fund payments and payroll.

24/145.7 To sign the documentation for the Unity Corporate Multipay Card
The documentation to arrange a Unity Corporate Multipay Card for the Clerk was reviewed by the Councillors and signed by Councillors Kingham, Godfrey and Watson, as signatories for the bank account.

The Clerk will arrange for the documentation to be submitted to the bank.

24/145.8 To confirm CIL allocation
The Clerk asked for clarification from the Councillors if the payment for the street lighting posts should be allocated from CIL funds, as this project had not been previously budgeted. The Councillors resolved for the costs to be allocated from the CIL funds.

24/146: Memorial Hall

24/146.1 To sign documentation for the First Registration of the Memorial Hall paperwork

The Councillors reviewed the documentation for the First Registration of the Memorial Hall from Bawtrees Solicitors LLP. The documentation was approved and signed by Councillors Kingham and Watson.

24/147: Review of Policies

24/147.1 To review and agree the Financial Regulations Policy

The Councillors reviewed the Financial Regulations Policy, and was unanimously approved. The Councillors resolved to adopt the Policy and the Clerk would update the website accordingly.

24/147.2 To review and agree the Bio-diversity Policy

The Councillors reviewed the Bio-diversity Policy, and was unanimously approved. The Councillors resolved to adopt the Policy and the Clerk would update the website accordingly.

24/148: The Pavilion

24/148.1 To receive an update on the Pavilion renovation

Councillor Tinson provided an update on the renovation and scheduling of the renovation.

Councillor Kingham and Tinson requested for the Clerk to arrange an 8 yard skip from Dunmow (as previously approved) for 20 September for 3 days to be delivered outside the Pavilion.

Councillor Tinson noted that the kitchen needed to be replaced and after further investigation the ceiling in the main room would benefit from being replastered. Councillor Tinson proposed for the approved contractor (Ford Brothers) remit to be extended to include this additional work, and for the additional cost of £1,065 to be authorised by the Council. The full Council unanimously approved this and resolved not to require additional quotations for this element, as the company had been the most competitive during the initial quotation stage.

Councillor Tinson also noted that the beams would need to be replaced and quotes would be obtained for this element.

The Councillors discussed the kitchen requirements and requested for three quotations to be obtained, and presented to the Council for discussion and agreement.

It was also agreed due to the Pavilion renovation that the scheduled litter pick in September would be cancelled and re-arranged. The Clerk would notify the Councillors, this had not been advised to the wider community at this time.

The Clerk noted that as part of the procurement rules that the contract had been advertised on Contracts Finder. Councillor Tinson requested for the Clerk to provide an update of the costs for the renovation. The Clerk confirmed that this would be circulated to the Councillors.

24/149: Matters to be raised by members for the next agenda

- The Christmas event
- Planters
- Maintenance, gardening and grass contracts
- Brook Hill vegetation