

GREAT WALTHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 24th May 2010 at Great Waltham Village Hall.

1. Record of Members Present

Chair: Mr A Micklem.

Councillors: Mrs Harper, Mrs Slater, Messrs, Bell, Blaber, Jackson, Steel, Braisby and Huggins.

Also present: County Councillor John Aldridge (up to item 29), Mr Chris Mills.

Essex Police: PCSO Jon McDonald.

2. Election of Chair.

Mr A Micklem was elected.

3. Declaration of Acceptance of Office by Chairman.

Mr Micklem then signed the declaration of acceptance of office, as Chair.

4. Election of Vice Chair.

Mr Blaber was elected.

5. Apologies for Absence.

Were received from Mrs Dickinson, Mr Greenwood, Borough Councillor Taylor, Borough Councillor Ashford, and PCSO Ian Hilton.

6. Declarations of interests (existence and nature) with regard to items on the agenda.

There were none.

7. Public Participation session with respect to items on the agenda.

Mr Chris Mills referred to the Great Waltham Primary School boundary wall which had been demolished. Mr Mills stated that the wall had featured prominently in the Great Waltham VDS and had been considered to be a village feature by the community – it was most disappointing to see the wall demolished so quickly. Mr Mills indicated that he had been carrying out some investigative work regarding grants etc for the reconstruction of the wall. Essex County Council – Traditional Building Skills department had indicated to him that they were keen to find sites to build traditional walls and might be able to help. It was confirmed that some of the material from the demolition of the wall remained on site but it was suspected that this would be insufficient for reconstruction. Mr Mills also pointed out that the small wall immediately in front of the school required attention and repair. Mr Mills felt that the messages received from the school made it appear that they were lukewarm about the reconstruction whilst the Governors at the School appeared much keener to get the wall reinstated. Mr Mills indicated that he was looking to the Parish Council to try to push matters along with the School to facilitate reconstruction.

Mr Mills would be taking measurements of the wall and photographs of the wall were required. This information would be sent to ECC- Traditional Building Skills team who could then provide information on the materials required and the school surveyor could advise on what was required for foundation work. County Councillor Aldridge indicated that he felt that there was voluntary labour and/or grants available for such works.

8. Public Open Session – for any other items

(a) PCSO Jon McDonald to report and discuss any Police issues that the Parish Council may have. –

PCSO McDonald indicated that he was standing in for PCSO Ian Hilton who was unwell. PCSO McDonald reported the following crimes within the Parish over the past month.

Car theft and scrap metal theft, Warners Farm, Howe Street

Shoplifting at Walthambury Stores – youths detained and arrested

Pellet Guns fired at Scout HQ – firearms unit had attended

Mashbury Road – theft of two dogs from garden

Burglary, Ford End – jewellery box stolen

Walthambury Farm – diesel stolen

Raymead, Great Waltham – burglary – vehicle keys taken and car stolen.

Criminal Damage, Howe Street caused by drunk person leaving Green Man PH – Man charged.

PCSO McDonald indicated a rise in complaints regarding motor cycles on public rights of way and called upon parishioners to be vigilant and report incidents to the Police.

The following items were reported to PCSO McDonald.

Smashed bollard at Letfield Lane.

Traveller encroachment, Green Lane, Pleshey

Youth Nuisance at Great Waltham Recreation Ground at 2am on Saturday 22nd May 2010.

PCSO McDonald called for a copy of the byelaws relating to the ground. It was agreed to circulate this information generally.

(b) County Councillor John Aldridge – spoke of the implication of the change of Government following the General Election on Local Government. Savings would need to be achieved. Investigations were being made into economies of scale with District Councils. There may be a passing down of powers to local authorities including Parish Councils. County Councillor Aldridge explained his personal position as councillor at Essex County Council on the Scrutiny Committee for Children's Services.

9. To review the terms of reference for committees and appointment of Committees, as follows.

(a) Finance and General Purposes Committee

Chairman, Vice Chairman, Mr Jackson, Mrs Dickinson, Mr Steel and Mr Braisby were elected.

(b) Recreation Committee

Chairman, Vice Chairman, Mrs Dickinson, Mr Steel, Mr Huggins, Mr Bell and Mrs Harper were elected.

(c) Emergency Planning Sub Committee.

Chairman, Vice Chairman, Mrs Slater, Mr Greenwood and Mrs Harper were elected.

(d) Planning Committee

All councillors were elected.

10. Appointment of Essex Association of Local Councils representatives

It was agreed that the Chairman, Mr Blaber and the Clerk be appointed.

11. Appointment of Chelmsford District Parish Councils representatives.

Mr Jackson, Mr Blaber and Mr Bell were elected.

12. Appointment of representatives to the Chelmsford Borough Council Planning Forum

The Chairman of the Planning Committee was elected and any other members who wish to attend.

13. Appointment of representative on Great Waltham Village Hall Committee (one councillor).

Mr Braisby was elected.

14. Appointment of Charity Trustees

(a) **Great Waltham Charities - (one trustee for a four year period)** – Mr V R Pepper the current trustee was prepared to continue in the role of trustee and was duly reappointed.

(b) **North End Charities – (two trustees for a four year period)** – Mrs Sonia Slater (appointed August 2006) and Mrs A Rechtern (appointed October 2006) were both prepared to continue in the role of trustee and were duly reappointed.

15. Appointment of a representative on Great Waltham and Ford End Churchyard Committees (one councillor)

Mr Micklem was elected

16. Appointment of a representative on Great Waltham Community Network (one councillor)

Mr Huggins was elected.

17. Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (Chairman plus two other nominations)

Mr Micklem, Mr Steel and Mr Blaber were elected.

18. Inspection of Parish Deeds, Agreements and Other documents.

The documents were 'laid on the table' for inspection.

19. Confirmation of the Minutes of the Monthly Meeting held on 19th April 2010

The Minutes were confirmed and signed.

20. Adoption of Committee Reports.

(a) Planning Committee 26th April 2010

Resolved: That this report be adopted.

(b) Finance and General Purposes Committee 26th April 2010

Resolved: That this report be adopted.

21. Report of Planning Applications determined by the LPA's since the last meeting.

A report of planning applications determined since the last meeting was given.

22. To consider and comment on the following applications

(a) 10/00647/FUL 2, Chapel Cottages, Little Green for two storey side and rear extension. Single storey front extension.

Comments: The Parish Council has no objections to this application.

(b) 10/00683/FUL Great Waltham C Of E School, South Street, Great Waltham for Playground extension.

Comments: The Parish Council questions the logic of the removal of the trees.

23. Clerk's monthly report

23.1 Highways Matters

23.1.1 Flooding – Lane off Brook Hill North End – the job is anticipated to be completed by April /May. Mrs Slater reported that no work had been carried out.

23.1.2 B1008 – Great Dunmow – Little Waltham - weight restriction proposed by Barnston Parish Council

23.1.3 Village Gateways/Speed reduction features at Ford End. – has been applied for under the localism agenda.

23.1.4 Resurfacing road surface from Howe Street to Penden hill Corner – on the 2010/2011 surface dressing programme subject to budget confirmation.

– as reported above otherwise no further progress on any of these matters.

23.2 Howe Street Bus Shelter. – Nothing further has been heard regarding the shelter. It is noted that some new markings have appeared on the footway in the latest agreed position for the shelter.

23.3 Speed Indicator Device.

Reports from the Speed Indicator Device are as follows:

Location	Total Vehicles	Average per day	Up to 30mph	30 – 40mph	Over 40mph
Main Road Howe Street facing Dunmow	4167	595	1856	1837	474
Great Waltham junction of Main Road and Hatchfields	8858	1107	4568	3255	1035
Ford End School	10850	1808	3592	5562	166
Main Road Howe Street facing Great Waltham	4110	573	1992	1923	195
Sandon Hill Ford End	13366	1909	3011	8477	1878

The attention of Essex County Council has once again been requested to the figures obtained from the Ford End School and Sandon Hill, Ford End sites and a renewed request for traffic calming measures has been made.

23.4 Road Improvements at the junction of the B1008 and B1417 (Appletrees Corner) – nothing further has been heard regarding this.

23.5 Great Waltham School – School Wall – The school indicates that it has a list of priorities regarding the premises, and now that the wall is no longer a health & safety risk the replacement is not at the top of the list. The school has tried various sources of financial assistance, but has not been able to come up with anything and have now asked the Parish Council for any possible funding sources. Essex Heritage Trust was suggested but was unsuccessful. The School appreciates that for the Parish Council this might be a priority, but that it is not currently for the school, and neither is repairs to the lower wall. This is not just financial, but down to the time, or lack of it, that needs to be allowed for coordinating any work that may need to be done. The School is waiting for the grounds maintenance company to provide a quotation to remove some of the seedling trees at the front of the school, and to generally tidy up the area. Mr David Moncaster has been asked to raise the issue at the next Governors Finance & Premises meeting, so that governors can discuss the matter and hopefully get back to the Parish Council.

More recently, through Chris Mills it has been established that Essex County Council runs Traditional Building Skills courses for people to learn traditional crafts and the lady who runs the courses on stonewalling/bricklaying is interested in taking on this wall as a project for a future course. Provided the original materials are on site, which is being established it would cost the School either nothing or very little to have the wall rebuilt.

23.6 Great Waltham Cycling Village Initiative. -Norman Robinson, ECC has sent the feasibility report and two plans, which has been circulated to members. Norman says 'Please feel free to comment and if you think a final

meeting is worthwhile to discuss this I would be happy to host this at these offices'. There is a gap in the route through the hospital and Jim Dorian, Estates Manager for Broomfield Hospital has been asked for a meeting but with no response. Rosemary Wilkins the Essex County Council Cycling Infrastructure Engineer has commented that if the conversion of an existing PROW is in agreement with the land owner it is not always necessary to have full consultation and that £200k has been allocated in the 2010/11 budget to install the route from Great Waltham to the Hospital, and further depending on the costs.

23.7 Great Waltham Village Hall – Parish Focal Point/modification/refurbishment. – the most recent plans for the hall are on display in the meeting room. Costs are awaited.

23.8 Donation of Public Seat at Ford End Playing Field – the seat has been delivered and the siting has yet to be determined.

23.9 Recycling Facilities, Beehive Public House – CBC had agreed to site a recycling unit at Great Waltham Village Hall and had been informed that this was not desirable in view of problems experienced previously and the better site was the Beehive Public House. CBC says that such problems reinforces their view and that it would be far better to rely on existing kerbside collections than provide a communal bring bank the predominant use of which would then be for trade waste.

23.10 Bus Service 16 – no further report – see item 23.31 below

23.11 Trees at Eastern end of Great Waltham Recreation Ground – Estimates to fell the two trees are being obtained.

23.12 CBC - Parish Council Meeting – an invitation to attend the next meeting has been received. It will be held in the Council Chamber on Wednesday 26th May 2009 at 7pm. The clerk would attend.

23.13 Grass Verge Cutting – The Chairman reported at the Annual Assembly that following many conversations and meetings the Parish Council had gone some way in persuading ECC to carry out a single width cut in May/June and a full width cut later in the year on the rural grass verges. It was reported that ECC had confirmed that they had given instructions for all roads, apart from the main roads, Chelmsford Road from Ash Tree corner to Warners Farm and Pleshey Road from Pendon Hill Corner to Pleshey, to have a single width (one metre) cut in May/June. This cut would be followed later in the year by a full width cut. This was a one year trial and would then be reviewed.

It was proposed to print an article in the Parish News detailing the criteria used in setting up roadside verge nature reserves. Suggestions for areas to be included should be relayed to the clerk.

ECC has already started a procedure to designate part of Pendon Hill Corner grass verges to Special Roads Verge status. ECC had carried out a survey at the Parish Council's request and found 31 different types of plant in the area. White posts have been placed at the corner to indicate where the marker posts for the Special Roadside verge will be.

23.14 Application for works to trees. – have been received as follows

10/05540/CAT The White House, South Street, Great Waltham for works to a Sycamore - on the south boundary - reduce height by 6-7m and reduce lateral spread to previous reduction points (1.5 - 2m). Remove sucker growth on trunk to a height of 6 metres and thin reaction growth throughout the crown. Remove major dead wood. All cuts to suitable growing points (Suitable growing points are side branches which are at least one third the diameter of the originating branch.)

23.15 Great Waltham Village Hall – Hire Charges – notification of increases in village hall hire charges with effect from 1st June 2010 have been received. Whilst the charge for Planning Meeting (£3) remains the same the hire charges for the Committee Room and Main Hall have risen from £9 per hour to £10 per hour. This is the first increase since 1st June 2008.

23.16 North Chelmsford Area Action Plan – CBC inform that a report will be considered by the Development Policy Committee on 18th May 2010 regarding the formal submission of the NCAAP to the Government. This report will set out the main issues raised by the representations received to the proposed Submission NCAAP document and recommend any changes to the document. If agreed, the development Policy Committee will then refer these recommendations to the full Council meeting on 9th June 2010 for final decision. This will allow the document to be submitted to the Government for Independent Examination by 18th June 2010. It is anticipated that the pre-examination meeting with the inspector will take place in mid-August and the anticipated start of the Independent Examination Hearing Sessions is late September 2010. Further information will follow in due course.

23.17 Seats at Great Waltham Recreation Ground – Two new seats were installed on 12th May 2010.

23.18 Great Waltham War Memorial – the re-cutting of the inscription on the Great Waltham War Memorial took place on 5th May 2010. The cost was £800 plus VAT. A £400 grant has been made towards this work by the War Memorials Trust. In advising that the grant had been paid the War Memorials Trust have recommended that a request is made for the 'listing' of the war memorial which will provide statutory protection of the memorial and will ensure its future preservation. An information sheet on this subject has been circulated to members. An item will be placed on the next meeting agenda to consider the listing of Great Waltham and Ford End War Memorials.

23.19 Path Across Great Waltham Recreation Ground Car Park – a request has been made of the landowner to permit the works proposed. A reply has been received from the Landlord consenting to the proposed works upon agreement of terms. A copy of the letter has been circulated to members, and an item will

be placed on the agenda for the meeting to be held on 21st June 2010 to confirm that the Parish Council agrees to the terms stated.

An application has been made to CBC for the following works to trees and hedges – to fell and remove roots of two self sown Sycamore trees and one elder tree and to face back the hedge mainly of snowberry and hawthorn adjacent to the fence of the White House, South Street, Great Waltham. As a consequence of the submission of the application a meeting was held with the owner of the White House, the landowner and the clerk to talk about the proposals for the path. The owner of the White House was in favour of what was being proposed but would prefer to see a hedge planted along the entire length of the larch lap fence. This matter will be referred to the Recreation Committee in June 2010.

23.20 Mini Olympics 23rd July 2010 - an application has been made for a grant of £500 towards the cost of running a Mini Olympic at Great Waltham Recreation Ground on Friday 23rd July 2010, the first day of the school summer holidays. Help is sought for this project which will take the form of multi sports training in the morning and competition in the afternoon. Picnics will be encouraged supplemented by refreshments served from the changing rooms.

23.21 Electricity Supply Changing Rooms – the supply of electricity under the business plan by E.on has been renewed for the changing rooms for the period 31st July 2010 to 30th July 2011. The charges are 18.22p per day standing charge (27% increase), 12.55p per kWh for normal units (7% decrease) and 8.04p per kWh for evening and weekend units (14% decrease).

23.22 School Councils – arrangements have been made to meet Ford End School Council on 9th June 2010. Arrangements are being made to meet with Great Waltham School Council.

23.23 Speeding and reducing the speed limits – a request has been made through County Councillor Aldridge for the Chairman and Clerk to attend a meeting with the Director responsible for Highways and County Councillor Norman Hume the cabinet member for Highways and Transportation. The date of the meeting has not yet been fixed.

23.24 Essex County Council – Love where you live week 7th – 14th June 2010 – Cabinet Member for Environment and Waste, Tracey Chapman writes ' I am asking schools, voluntary groups, companies and individuals to get involved by setting up litter picking events in their community and encouraging local people to take part' No decision was made regarding participation.

23.25 Braintree District Council – Notice of Publication of Braintree District Council Core Strategy Submission Draft – the notification of this publication was circulated to members by email on 10th May 2010 asking whether any member wished to peruse and prepare comments on this consultation document. There has been no offer to do this and it is assumed that the Parish Council will therefore not be making comments.

23.26 Works to Trees – Great Waltham Parish Council has applied to carry out works to trees located within the Great Waltham Conservation Area at Great Waltham Recreation Ground Car Park as follows:
Self set Sycamores x2 and Elder shrub – adjacent to the boundary fence of the White House, within the Recreation Ground car park – fell to ground level and remove roots; hedge – mainly snowberry and hawthorn adjacent to the boundary of the White House within the recreation ground car park – face back to prevent overhang to parking area.

23.27 Letter to Simon Burns MP - following the General election the Chairman sent a letter of thanks to Simon Burns MP for the service which he had provided to Great Waltham Parish, as MP for Chelmsford during the years prior to the Parliamentary boundary changes. A reply from Simon Burns MP thanks the Parish Council for the compliment.

23.28 Parish Plan – delivery of the Parish Plan has commenced and where this has occurred there have been many expressions of interest and praise. Compliments have also been made about the quality and content of the document itself. It is suggested that a vote of thanks be recorded and sent to the Parish Plan Group who have produced this document.

Mr Braisby reports 'Alex McDevitt and I delivered copies of the Parish Plan to Stella Meesters at the Rural Community Council of Essex on Friday. She was pleased to see it and thought it looked an impressive document. We have offered to be part of the network she uses to attend presentations and talk to people who are just starting out or are at early stages in their Parish Plans.

She was very pleased to hear that the Parish Council already has the means of giving feedback to the community on progress on the action list, in the form of the Parish News and the Annual Assembly. She said that minutes of PC meetings are rarely read widely enough to give effective feedback.

She suggested two things that we might like to consider. The first is to have progress on the action list as a regular item on our agenda, whether monthly or at longer intervals. The second is to have a mini-update to the Plan, say every two years, by means of a simple pro-forma which could go out with the Annual Report. This would ask for ideas and comments, perhaps in a similar vein to the post-it note boards that the Parish Plan Committee put up at the Open Days. The PC or a sub-group could then consider the responses and prepare a brief supplement reporting on them and identifying any new actions. This could be circulated with a subsequent copy of the Parish News. We know from the number of items on the action list that we already have on-going, that we have our fingers on the local pulse, but this could provide quite an impressive demonstration of how pro-active we are.

The Parish Plan Committee will shortly be receiving the bill for printing. We will apply to PC for the amount from the grant that you recently awarded us which will pay the bill and leave nothing in our bank account. At that point we will close the account and wind ourselves up, though of course we will remain available for consultation as required'.

23.29 Annual Report – the Annual Report was, once again, prepared for publication by Mr Adrian Gayler (a non resident), without charge. It is therefore suggested that a vote of thanks be recorded and sent to Mr Gayler together with a small gift in thanks.

23.30 Play Equipment at Great Waltham Recreation Ground – the two springers have been installed but works to make the steps which were installed as part of the work is awaited. Final payment will not be settled until this work has taken place.

One comment received from a parishioner states 'we first saw the plans for the addition to the playground area of the park just a few weeks after we returned from the USA last summer - seeing it near completion and also seeing the much increased usage of the facilities by families from the parish is fantastic. Congratulations to the Parish Council on this, we and many of our friends from the village make frequent use'.

23.31 Bus Services – ECC have responded to the suggestion that Service 16 should be diverted to go through Howe Street and Great Waltham. They are suggesting a meeting to discuss the issues – this will be arranged. They have also sent new timetables to be introduced from 5th July 2010 when service 33 will become service 42A. Comparing timetables there will be nine additional journeys from Chelmsford to Great Waltham and Howe Street Monday to Fridays (one less when schools are on holiday). There will be two additional journeys through Ford End Mondays to Fridays. The last bus from Chelmsford will operate five minutes earlier i.e. 1820hrs. From Howe Street and Great Waltham there will be seven additional journeys to Chelmsford and one additional journey through Ford End Mondays to Fridays.

On Saturdays there will be six additional journeys through Great Waltham and Howe Street. Ford End will remain the same. There will be five additional journeys from Howe Street and Great Waltham to Chelmsford and one less through Ford End. The last bus appears to have been withdrawn – the timing of the last bus through Great Waltham towards Chelmsford is 20.03 rather than 20.44.

The timings of buses Monday to Friday and Saturdays have changed.

Sunday service remain unchanged

23.32 ECC – Highways Community Initiatives Fund – a letter from County Councillor Norman Hume, Cabinet Member for Highways and Transportation was read. The letter indicated that the HCIF was envisaged to be in operation for a limited period of time in order to meet pent up demand for a number of local schemes and as this objective has now been largely achieved the scheme will cease following the delivery of this years programme.

The clerk indicated that the Parish Council had submitted a list to ECC for three highways projects in order of priority to the Mid Essex Area Highways Office on 1st September 2009 and following enquiries regarding the progress of these schemes it had been stated that consideration of schemes within the Chelmsford District had not yet taken place. The clerk expressed disappointment that projects which were urgent and had been included on the list would now appear to have had the funding withdrawn. County Councillor John Aldridge felt that this may be being dealt with under a 'localism' scheme. It was agreed to take this matter up with County Councillor Hume at a meeting to be arranged.

24. To adopt the Annual Accounts for the year ended 31st March 2010 – Pre Audit and to sign the Annual Return for the year ended 31st March 2010.

The Annual Accounts were adopted and the Annual return was signed.

25. To confirm and sign the statement of Assurance which forms section 2 of the Annual Return for Local Councils in England and Wales for the year ended 31st March 2010.

The Statement of Assurance was confirmed and signed.

26. To consider the future of the Great Waltham Friendship Club.

The clerk gave a report of the current situation. Following a Friendship Club meeting held on Wednesday 19th May 2010 it had been agreed to move the meetings to the third Monday of each month which was a day which Wendy Johnson, the current Secretary of the club, could manage for the time being. The club was in desperate need of extra help and an appeal would be made in the Parish News in July. Councillors were also asked to seek additional help to support the continued operation of this club which had been operating in Great Waltham village for almost 60 years.

27. Matters arising from the Annual Assembly

(a) Duffries Close Green – consideration was given to the suggestion made by Mr Peter Lee at the Annual Assembly for the green at Duffries Close to become a village green as was intended when the houses at Duffries Close were first built. The Parish Council felt that removal of the hedge and fence to open up the green would probably create a road safety hazard. Furthermore it was felt that to open the area up was of no real advantage to the village.

(b) Confusion with Postcodes – it was agreed to write a letter making enquiries to see if anything could be done to improve the situation.

28. To consider the type of bollard/barrier to be used to prevent vehicle encroachment on the single lane off-slip from the B1008 to the B1417 at Appletrees Corner.

Following discussion and consideration it was agreed that the preference was for minimal use of bollards and for a mound to be constructed to prevent vehicles from encroaching the wide grass verge which would result from the making of a single carriageway. Where it may be necessary to use bollards as a last resort then these should be wooden and plain of a type similar to those used at Duffries Close or Broads Green and rural in appearance. It was noted that the wooden bollards in the publicity forwarded by Norman Robinson were urban in appearance and were not desirable.

29. Report of Twinning exchange

Mr Blaber and Mr Steel reported on the gathering of six 'towns' twinned with Ceyrat. The Mayor of Ceyrat was very pleased with the gift from the Parish Council of local wine sent as a twinning gift. The dish of jellies sent by the Mayor of Ceyrat to Great Waltham Parish Council was opened and consumed. Mr Steel reported on the activities which had taken place during the gathering one being a pedal car race which had been won by the Great Waltham. Mr Steel displayed the artwork which had been won by the Great Waltham team. Thanks were recorded to Mr Blaber who had represented the Parish Council at the event.

30. Parish News- feedback on the launch of the Parish News and consideration of subsidisation of the publication for the financial year to 31st March 2011.

Several expressions of pleasure had been received by people delivering the first edition of the Parish News. Mr Micklem reports that the estimated costs of publishing the Parish News was £3500 per annum whilst the income was estimated to be £3300 per annum.

It was agreed that the Parish Council would subsidise the publication of the Parish News up to the sum of £500 for the year from the budget set aside for publicity and communications of £1800.

Several offers were made to help with the distribution of the Parish News.

31. To 'lay on the table' the Draft Standing Orders of Great Waltham Parish Council as recommended by the Finance and General Purposes Committee meeting held on 26th April 2010. It is proposed that the Standing Orders be adopted at the meeting to be held on 21st June 2010.

The draft standing orders as recommended by the Finance and General Purposes Committee were 'laid on the table'. Any comments or queries should be referred to the clerk as soon as possible and the adoption was proposed to take place at the meeting to be held on 21st June 2010.

32. To consider the clerk attending a day course organised by SLCC on the subject of VAT – An essential course for Clerk's and RFO's. The course is held at Haslemere in Surrey. The cost is £95 plus travelling and subsistence expenses.

The clerk's attendance at this course and payment of expenses involved was agreed.

33. Great Waltham Primary School – Boundary Wall

Mr Steel referred to Mr Mills' input at the Public Open Session and the content of the clerk's report (see item 23.5 above). Mr Steel confirmed that some materials were available. Mr Steel proposed that the Parish Council should contribute towards the cost of reinstating the wall. Before this proposal was considered it was agreed that Mr Mills would undertake further investigative works to establish the rebuilding costs. There was also the foundation works to be considered, and repairs to the lower wall immediately at the front of the school.

It was agreed that a meeting should be arranged to discuss the matter with the School Governors/the head teacher, Chris Mills and the Parish Council. Mike Steel and Mr Micklem would represent the Parish Council.

34. Condition of football pitch and poor state of the mini soccer pitch at Great Waltham Recreation Ground.

Mr Bell asked for this item to be considered together with item 40 below.

35. Policy on grass verge cutting, Chatham Hall Lane, from Essex Way to Little Waltham by-pass – part of Little Waltham Parish

Mr Bell reported that he had dealt with this matter himself. Some discussion followed on the implications of the Code of Conduct.

36. To consider the Essex Quiet Lanes Policy and to suggest routes in Great Waltham Parish for consideration by Essex County Council.

The clerk had circulated information relating to the Quiet Lanes Policy and which included a list of lanes in Great Waltham Parish which may be suitable for Quiet Lane status. It was suggested that an article be published in the Parish News regarding this subject. The Chairman asked that consideration be given to the list and the policy and suggestions for referral to ECC could be made at a future meeting.

37. Special Roadside Verges – to consider the Policy and suggest possible sites.

The Chairman asked members to consider suggestions from parishioners and to consider roadside verges which may qualify for the status of Special Roadside verges. An article had been prepared for inclusion in the Parish News. Any suggestions made would be considered for referral to ECC at a future meeting.

38. To consider the venue for the presentation of the reaccreditation certificate for Quality Parish Council Status.

It was agreed that presentation of the reaccreditation certificate should take place at a meeting of the full Chelmsford Borough Council at a date arranged through EALC.

39. To approve the type of bus shelter selected to replace the former (demolished) shelter outside the Butchers Arms Public House, North End.

Mrs Slater reported that following consideration of a brochure of shelters from Littlethorp shelters it was considered that the shelters were too urban in appearance to be erected at this site. It was agreed to try to obtain estimates from three manufacturers for a bespoke wooden shelter to match the existing shelter on the opposite side of the road.

40. Weed and Feed Treatment to Great Waltham Recreation Ground.

This was also considered with item 34 above.

Mr Bell reported that the football season had taken its toll on the condition of the Great Waltham Recreation Ground with more games being played and greater use of the mini-soccer area and the children's play area. Mr Bell indicated that the recreation ground was of great benefit to the Parish and there was a need to keep it in good condition. Mr Bell suggested that the entire area of the recreation ground should be treated with a weed and feed to eradicate the weed and to promote growth of the grass. It was agreed to take advice from the contractor as to when this operation should be carried out.

Following discussion it was agreed to invite three estimates for weed and feed treatment of the entire area of Great Waltham Recreation Ground (including the children's play area). The maximum sum allowed for this work would be £295.

Attention needed to be given to the mini soccer pitch goalmouth positions. There was limited space within which they could be moved. The Parish Council agreed that this should be looked at and the Chairman called for any ideas in this regard to be brought forward. Mr Bell expressed that a meeting on site might be advantageous.

41. Confirmation of Cheques

The following cheque drawn and signed by two members between meetings was confirmed.

£ 342.31 Electricity Supply, Changing Rooms period ending 22nd April 2010

Cheques were drawn and signed by two members as follows:

£ 387.75 Grounds Maintenance April 2010

£2522.99 Annual insurance Premium

£ 58.75 Spiking, Great Waltham football pitch.

£ 10.00 Repair of outlet valve on water tank at Bury Lane Allotments.

£ 49.92 Stationery

£ 634.50 Two seats for Great Waltham Recreation Ground

£ 940.00 Re-cut inscriptions on Great Waltham War Memorial

£ 162.14 Printing Costs.

£ 13.50 Local Council Review Subscription Renewal

£ 318.64 Handyman's wages, mileage and out of pocket expenses

£ 819.09 Clerk's salary and administrative expenses.

£27129.10 Transfer from Bank of Scotland to Cooperative Bank

42. Matters for the next agenda.

Parish Plan – Matters raised by RCCE (Mr Braisby)