

GREAT WALTHAM PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Monday 21st June 2010 at Ford End Village Hall

1. Record of Members present

Chairman: Mr A Micklem

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

Also present: County Councillor John Aldridge and Borough Councillor Malcolm Taylor. Jo Metson, Village Agent. Mr Alan Adcock.

2. Apologies for Absence

Were received from Mrs Harper, Mr Greenwood, Borough Councillor Borough Councillor Delmas Ashford, PC Joanne Taylor and PCSO Ian Hilton. Mr Jackson reported that he had spoken to Borough Councillor Ashford who was on the road to recovery.

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

Mr Micklem declared an interest in item 16

Mr Braisby declared an interest in item 22

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

There was no public participation with respect to items on the agenda.

5. Public Open Session – for any other items

(a) The chairman read a report from PCSO Hilton regarding criminal activity since the last meeting. There had been a report of noisy dogs in a property in Barrack Lane which had been forwarded to the RSPCA. An electric fence had been stolen from Walthambury Farm. A jewelry burglary at Banbury Square. Suspicious vans have been reported in the area and in particular at Littley Green possibly involving an attempted theft. An allotment tenant had been hit by an air gun pellet.

(b) Jo Metson gave a presentation as Village Agent appointed in 2009 and whose area had recently been extended to cover Great Waltham Parish. It was explained that village agents were there mainly to help the elderly and vulnerable. All assistance was confidential and provided free of charge. Jo explained that she worked for 10/20 hours per week depending upon demand. Information was distributed and councillors were asked to spread the word regarding the service that she provided. Questions raised were answered. It was agreed to forward contact details for the Parish Care Group, the Friendship Club and the Ford End Senior Ladies Tea afternoons to Jo.

(c) Mr Alan Adcock raised concerns regarding the speed at which vehicles passed Ford End School and described a recent alarming experience when he had to assist a group of pupils crossing the road from the Church to the School. He had also inspected with Mrs Dickinson three skid marks at the lower part of Sandon Hill made recently by lorries one of which had been measured as 64 yards long. In conversation with the Police it had been suggested to Mr Adcock that a speed camera should be installed.

The Chairman responded to the concerns reporting that a meeting had recently been held with County Councillor Norman Hume, Cabinet Member for Highways and Transportation. The Chairman reported that he had come away from that meeting pleasantly surprised by County Councillor Hume's positive response to the issue of speeding vehicles through Ford End and Minnow End, Great Waltham. He had particularly stated that he would be looking very closely at the issues in Ford End.

Mr Braisby reported that some of the hedging partially obscured the 30mph signs.

6. Confirmation of the Minutes of the Annual Meeting held on 24th May 2010.

It was resolved that the Minutes be confirmed and signed.

7. Adoption of Committee Reports.

(a) Planning Committee 7th June 2010

Resolved: That the report be adopted

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

There were no determinations to report.

9. To comment on the following planning applications.

There were no planning applications to be considered.

10.1 Highways Matters

10.1.1 Flooding – Lane off Brook Hill North End – the job is anticipated to be completed by April /May. The matter has been chased.

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

10.1.3 Village Gateways/Speed reduction features at Ford End. – has been applied for under the localism agenda. See also report at 10.15 below.

10.1.4 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.

10.2 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. ECC is being chased for further information. It is understood that ECC order the shelters direct from the manufacturer. A copy of the specification has been requested before the new shelter is ordered. The old shelter will be removed by ECC.

10.3 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 |
|--|----------------|-----------------|-------------|------------|------------|
| Burtons, Great Waltham | 6811 | 851 | 5009 | 1584 | 218 |
| The Turning, Ford End | 9742 | 1624 | 3835 | 5426 | 481 |
| Main Road, Howe Street facing towards Dunmow | 4346 | 621 | 1820 | 1980 | 546 |
| Hatchfields, Great Waltham | 7830 | 1119 | 4282 | 2651 | 897 |

It was noted that on Sunday 20th June when a scarecrow with a Police uniform was located adjacent to the sign 60% of the vehicles travelled at speeds within the limit. The usual average is 50-55%.

It was reported that a 100 vehicle check had taken place in Ford End on 21st June 2010 which had resulted in three verbal warnings and one fixed penalty notice.

10.4 Road Improvements at the junction of the B1008 and B1417 (Appletrees Corner) – Mr Norman Robinson indicated on 8th June 2010 that he was awaiting a financial budget allocation code before the final order for the works could be placed.

10.5 Great Waltham School – School Wall – A meeting was held at Great Waltham School on 11th June 2010 to discuss way and means of re-erecting the flint rubble wall between the school gate and the existing wall and repairs to the lower flint rubble wall at the front of the school. The report from the School Maintenance agents was reviewed along with estimates which had been obtained since the wall was demolished. The report stated that if the wall were rebuilt then it would require foundation of 750mm.

It was felt that there were some complications associated with the construction of foundations the main one being that the works would take place partly within the highway for which permission would be required, and special working methods may be required. Before works could be undertaken a check would need to be made regarding services beneath the area. It was felt that the foundation work could be undertaken in two days – one to dig the trench using machinery and another to fill the trench with concrete. This would probably be best undertaken whilst the school was on holiday. It was suggested the possibility of one or two of the fathers of children at the school who were builders carrying out the foundation works. The likely cost would be investigated. Chris Mills reported on his conversations with ECC Traditional Building Skills who were keen to find sites where traditional building work (e.g. flint rubble walls) could be carried out. It had been estimated that foundations and materials for the reconstruction of the wall based on the length of the wall would be in the region of £10K. Funding the project was briefly considered but it was felt that a cost was required before this could be considered further. Possible grant sources would be sought. The school indicated it would struggle to find any funds for this project. A further meeting would take place in July.

10.6 Great Waltham Cycling Village Initiative.

A meeting took place at Mid Essex Area Highways Office on 8th June 2010 attended by Norman Robinson, ECC, Robert Boulton ECC Public Rights of Way Officer, Peter Foreman, Friends of the Earth, Steve Huggins and the clerk. The meeting discussed the proposed route and how this might be progressed. It was agreed that Robert Boulton would investigate further information relating to the public rights of way following which he and the clerk would meet with the landowner to discuss the development of the route. Norman Robinson would endeavour to make contact with the Broomfield Hospital management to discuss possible routes through the hospital complex. Norman Robinson would also progress the design work for the scheme although he warned that he had also been allocated another cycleway scheme in the Harlow Area. He was hopeful that work could commence on the Great Waltham to Chelmer Valley cycleway in the Autumn of 2010.

10.7 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 still awaited and have been chased. A further meeting will take place in July. Mr Steel requested to be involved in the meeting.

10.8 Donation of Public Seat at Ford End Playing Field – the seat has been installed at Ford End Playing Field. A letter of thanks has been sent to the donor.

10.9 Bus Service 16 – a meeting has been arranged with ECC to discuss the service 16 on Thursday 24th June 2010.

10.10 Trees at Eastern end of Great Waltham Recreation Ground – Estimates to fell the two trees had been obtained. The lowest estimate of £260 plus VAT was approved for an order to be placed for the work to be carried out. The matter would be confirmed at the next meeting.

10.11 Grass Verge Cutting –an article will appear in the July Parish News detailing the criteria used in setting up roadside verge nature reserves. Parishioners would be asked for suggestions for areas to be considered for special roadside verge classification. An item would be placed on the next agenda.

10.12 North Chelmsford Area Action Plan – On 18th May 2010 the owners of South House Orchard attended the Development Policy Committee of CBC to speak to the Committee regarding the proposed inclusion of South House Orchard within the Great Waltham Village Development envelope. After putting forward their case for the inclusion of the area Derek Stebbing responded that it was important that the area remained a wooded area and natural break between houses and no amendment to the Submission NCAAP document. A further opportunity will be available to the owners when the Independent Examination takes place in Public in the Autumn.

10.13 Paths Across Great Waltham Recreation Ground Car Park and Recreation Ground – the conditions made by the landlord need to be agreed. This is a separate agenda item (see item 16 below). An indicative estimate of the works required to link the two paths is required and a meeting had taken place. Permission has now been granted for the application for works to trees within the Conservation area. A specification is in the early stages of preparation. The owner of the White House would prefer to see a hedge planted along the entire length of the larch lap fence. This matter will be discussed by the Recreation Committee on 28th June 2010.

10.14 School Councils – a meeting took place with Ford End School Council on 9th June 2010. Mr Micklem, Mr Braisby and the clerk attended. Speeding vehicles was still an issue with the School Council and work is due to commence on a banner using artwork from the pupils to appeal to drivers to reduce their speed. The meeting scheduled with Great Waltham Primary School Council for 18th June 2010 was not held. A new date would be arranged for the Autumn Term.

10.15 Speeding and reducing the speed limits – a meeting was held at County Hall on 10th June 2010. County Councillor Norman Hume the cabinet member for Highways and Transportation, County Councillor Aldridge, Mr Micklem Mr Braisby and the clerk attended. The Parish Council representatives gave a presentation on the need for speed reduction features at Ford End Village and a speed restriction for Chelmsford Road, Great Waltham to Ash Tree Corner, Little Waltham covering Minnow End. County Councillor Hume listened to what was said and responded favourably regarding speed reduction features at Ford End. He did however rule out the idea of stand outs in the highway and favoured looking at gateways, buffer speed restrictions, speed restriction countdown signs and a permanent vehicle activated sign at Ford End School calling upon drivers to reduce speed. County Councillor Hume indicated that the Essex Speed Management Strategy document was expected to be approved by the ECC Cabinet on 15th June 2010. The Speed Restriction Review which was part of the Strategy was already underway and it was hoped that results would be actioned during the current financial year. He would find out whether the Minnow End proposal was being considered and if it wasn't then he would ensure that it was included in the review.

Since the meeting a letter has been received from County Councillor Norman Hume. This reads 'Thank you for meeting me on 10th June 2010 and bringing to my attention some of the road safety concerns of the community of Great Waltham. As we discussed, localism is high on our agenda. Although a Local Highways Panel has yet to be implemented in Chelmsford, the offer has been made to the Borough Council and it is still being considered. We will explore with our Road Safety Offices how best we can introduce further speed reduction measures in Ford End Village including extension of the 30mph speed limit, a permanent speed indicating device and a countdown. I hope this information is useful to you'.

A response has been sent to remind County Councillor Hume about the extension of the speed restriction in Chelmsford Road, Great Waltham (through Minnow End).

10.16 Survey taken at Annual Assembly – Mr Huggins has analysed the results of the survey undertaken at the Annual Assembly. Out of all the organisations and clubs the following had no representatives present, Black Chapel Tea and Talk Group, GW Carpet Bowls, any of the football clubs, Netball Club, Players at Waltham, GW Pre School, VOICE.

Usage of public houses was Beehive 3, Butcher's Arms 5, Compasses 13, Green Man 9, Rose and Crown 20, Walnut Tree 6.

The Allotments, GW Church, Friends of Churches, both Gardening clubs, Neighbourhood Watch were the most represented. People on average used 6.4 organisations

21 made a comment about cycling. Of these 21, 15 cycled for pleasure or fitness and 8 said they went more than 10 miles. The other 6 and 3 of the 15 said they would cycle/cycle more if the roads were quieter and the 6 also said if they knew of safe routes. Mr Huggins thought that quiet routes and less traffic go together so perhaps we should work out some local routes.

10.17 Verge Opposite The Compasses Public House, Little Green – a meeting took place on Tuesday 25th May 2010 on site at Little Green. The meeting was attended by Fiona Clark, Essex County Council, Jocelyn Ridley, Landlord of the Compasses, Parish Councillor Paul Braisby and the clerk. The meeting discussed the poor state of the verge opposite the Compasses Public House and the need to give some attention to the verge which was often in a muddy condition. The verge was being used by patrons of the Compasses Public House and also by the Essex County Council Mobile Library Service.

It was suggested that some road planings from works proposed at Appletrees Corner and Old Shaws might be utilised to provide a better surface for the verge. Fiona Clark took this suggestion back to her manager who was of the opinion that the County Council should not be hardening the verge to allow parking on it for either the mobile library or customers of the pub. It was however clear that some repairs needed to be undertaken to the verge and a works order would be raised to enable these to be done.

10.18 Parish Planning Forum 26th May 2010 – the clerk reported that he had attended the Parish Council – Planning Forum arranged by CBC at the Civic Centre, Chelmsford. Derek Stebbing spoke about the **North Chelmsford Area Action Plan** – indicating that the ‘roof tax’ would pay for the infrastructure to be provided at the same time as the major development areas (Broomfield and Springfield) were built rather than after the event as the case had been in the past, although he did add that it was unlikely that Route D (Great Leighs to Boreham Interchange) would be funded, which would make the road through the new development and around New Hall at Springfield even more important to relieve congestion on White Hart Lane. He also spoke on the **Statement of Community Involvement, the Site Allocations Development Plan Document and the Public Realm Supplementary Planning Document**. The Parish Council has made comments on the first three of these documents and the comments made the Parish Council and others on all of these documents can be viewed on <http://www.chelmsford.gov.uk/index.cfm?articleid=10192>

Keith Holmes and Sarah Hill Saunders spoke on **Non Material Amendments to Planning applications procedure**. Amendments fall into four categories as shown in bold below. There will be no consultation on **non-material** or **deminimus** amendments to planning applications. **Minor Material amendments** may be consulted on if the local authority feels it to be necessary. When Parish Council’s are consulted then comments made should relate to the amendment only and not to the whole application. **Material change** will require a fresh application. Information was also given on **Permitted Development Rights for Commercial Building** where new rules apply. On **New Development Class for Houses with Multiple Occupation** – since April 2010 houses with more than 6 unrelated residents would require to be considered to be in a different development class than previous to the April date. This may mean that when a domestic dwelling houses 5 unrelated residents and then an additional resident moves in then a change of use planning application will need to be made.

Enforcement Appeal Process – the period of time to lodge an appeal for a refused planning application subject to enforcement is reduced from 6 months to 28 days. Further information can be found on the CBC Website.

10.19 Confusion with Postcodes - no progress has been made on this matter. Investigations would be made to see the results of satellite navigation tests.

10.20 Bus shelter to replace the former (demolished) shelter outside the Butchers Arms Public House, North End. – invitations to quote for a bespoke bus shelter to match the shelter on the opposite side of the road to the demolished shelter have been issued with a closing date of 25th June. These will be considered at the July meeting.

10.21 Brookmead Allotments – the clerk met with Jackie Lane, NEAT Officer, CBC on 27th May to discuss a plan to tidy up odd heaps of rubbish and debris which had appeared around the perimeter of the Brookmead Allotments rather than on allotment holders own plots. This was general dumping which had occurred over many years. Jackie Lane agreed to provide gloves and bags for the clear up operation and would arrange for the Hit Squad to collect items from the green in Brookmead following the works.

It is proposed to write to Brookmead allotment holders calling for their help to tidy the area in the Autumn when crops have been cleared.

10.22 Works to Trees – notice of an application for works to tree has been received for 1, The Village Great Waltham to fell a Lawson Cypress immediately behind the house.

10.23 Youth Club – the clerk reports that an approach had been made by three parents who were interested in forming a youth club in Great Waltham Village. The clerk had made some enquiries with ECC and was endeavouring to set up an informal meeting to explore the matter.

10.24 - Braintree District Council – Braintree District Local Development Framework Core Strategy – the letter informs that Braintree District Council is extending the consultation period for comments on its Core Strategy Submission Draft until 8th July 2010 whilst it consults on the implications of the Secretary of States letter indicating the coalition governments intention to rapidly abolish Regional Spatial Strategies.

10.25 Secretary of State for Communities and Local Government – The Secretary of State – the Right Honourable Eric Pickles MP has written to District Councils highlighting the commitment in the coalition agreements setting out the intention to rapidly abolish Regional Strategies and return decision making powers on housing and planning to local councils. Consequently decisions on housing supply (including the provision of travellers sites) will rest with the Local Planning Authorities without the framework of regional numbers and plans. A formal announcement will follow soon. The Secretary of State expects Local Planning Authorities and the Planning Inspectorate to have regard to the letter as a material planning consideration in any decisions currently being taken.

The Parish Council agreed to take no action at this time and to await the progress of the NCAAP to the Examination in Public Stage.

10.26 Former Cricket Pitch, Ford End – Sandra Brown, on behalf of Ford End School PTA has asked whether on the afternoon of 10th July 2010 when Ford End School fete is held whether the former cricket field can be used for overspill vehicle parking as the parking is somewhat restricted at the school. The PTA does not want cars parking all over the village and causing a nuisance or a hazard.

It was agreed to permit the use of the Former Cricket Pitch to Ford End School PTA on 10th July 2010 subject to the weather conditions prevailing on the day.

10.27 Bury Lane Ford – a letter has been received drawing attention to the hazard posed by metal posts sticking up out of the water at the ford crossing at Bury Lane, Great Waltham. The matter has been reported on to ECC Highways asking that attention be given to either removing them or reinstating the edge of carriageway markers which they originally held in position.

10.28 Bridge at Hartford End Mill. – it is understood from ECC Highways West Essex Area Office that the reconstruction of the bridge at Hartford End Mill, demolished by floodwater in January 2010, is a matter for the owners of the property. It was understood that this is being pursued through the owner's insurers and may take some time to resolve. The bridge is part of the route of the two footpath guides published by the Parish Council. Diversions are in operation involving the use of highway verge adjacent to the B1417.

10.29 Essex Legacy - Mini Olympics 23rd July 2010 and Great Waltham Cycling Initiative Event Day 24th July 2010 – the Parish Council has been awarded a £500 grant for the organisation of Mini Olympics at Great Waltham Recreation Ground on 23rd July 2010, and Cycling Initiative Day on 24th July 2010. The final format of the day has not yet been determined. The application for grant was made on the basis of the total cost of the two days being £825. The Parish Council will be asked to underwrite the day to the amount of £325. This will be determined by the Parish Council meeting to be held on 19th July 2010 but some indication of the acceptability of this underwriting at this time would be useful to the group organising the event. It was indicated that the underwriting of the event up to £325 was agreeable – to be confirmed at the next meeting

10.30 Essex Village of the Year Competition – Great Waltham Village has won a place in the final of the Essex Village of the Year Competition sponsored by Essex and Suffolk Water. The final judging will take place on 22nd June 2010 when the judges will visit Great Waltham Village. The people involved in the presentation to the judges are aware of the programme.

10.31 VAT Course 15th June 2010 – the clerk reported on his attendance on the VAT Course run by SLCC on 15th June 2010 at Haslemere, Surrey. The course had been most informative on the subject and many new aspects of the tax were understood. The main purpose for attending the course was to determine whether the VAT on the Parish Focal Point/Village Hall Modification and Refurbishment project could be reclaimed.

It was understood that it was possible to reclaim the VAT provided that none of the funding for the project came from the Village Hall Committee or any of the hall users, that the Parish Council instigated, ordered and carried out the works and paid for the works from its own resources (these resources could include grant bodies not associated with the hall). Upon completion of the project the Parish Council made over the Focal Point, refurbishment and modification of the hall to the Great Waltham Village Hall Committee without charge or consideration. The Parish Council would then be able to use the Focal Point and Hall on the basis that normal rental was paid to the Village Hall Committee for the use. The activity of the Parish Council would be considered as non-business and as such the Parish Council can reclaim the VAT that has been incurred on the works and services which have been given away.

This may have implications on the changing rooms where at some future date the Parish Council may wish to refurbish the property. As the property is owned by the Parish Council and hired for use this would be classed as a business activity for which VAT could not be reclaimed.

10.32 Additional Dog Waste Bin – following the publication of the article on dog waste in the June edition of the Parish News and the notices which have appeared on the Essex Way a suggestion has been made by a dog owner that a dog waste bin should be sited at the Essex Way footpath entrance at the foot of Cricket Field Hill, Great Waltham.

It was agreed to approach CBC to see if they would meet the cost of installing a bin. In the event that they would not the clerk was authorised to proceed to provide a bin from the budget set aside for provision of litter bins.

10.33 Mobile Library Service - revised mobile Library schedules come into operation with effect from 30th June 2010. There are some slight revisions on timings but coverage of the villages and hamlets remains the same. Information will be published in the Parish News for publication and to encourage use of the facility. Mrs Slater called for a notice to be displayed on North End Notice Board.

10.34 Tree Preservation Order – a TPO has been made on 12th June 2010 on a Whitebeam at Walnut Tree Farm Barn, Fanners Green to the north of the entrance gate, on boundary with Walnut Tree Farm.

10.35 Weed and Feed Treatment to Great Waltham Recreation Ground. – the treatment has been carried out.

10.36 Play equipment at Great Waltham Recreation Ground – works to the steps has now been completed and payment of the final invoice will be made.

10.37 CBC Parishes Event - an invitation to a Parish Event and Charter Signing at the Civic Centre on the 14th of July was sent to councillors on 2nd June asking councillors to respond to the clerk by 21st June 2010. Mike Steel has indicated attendance. Mr Blaber would attend and Mr Micklem would check his availability.

10.38 Sustainable Communities Act Amendment Bill was passed into law in the final days of Parliament before the General Election was called. This means that the Sustainable Communities Act is now much more robust and guaranteed to be ongoing so that communities can continue to use it and also now formally including all Parish and Town Councils that wish to be involved. The proposals to reverse community decline and protect thriving communities made under the Act's first round last year are now before the new government. It's been nearly a year since they were submitted and there is therefore an urgent need for the government to deal with these proposals soon. To this end, a cross party group of MPs have introduced Early Day Motion 178 which urges the government to do so.

Steve Shaw for the unlock democracy.org calls for the Parish Council to take action to urge the government to agree the Sustainable Communities Act proposals by asking our MP to 'Please sign Early Day Motion 178 which urges the government to quickly deal with the Sustainable Communities Act proposals and please write the Minister, Greg Clark, urging him to deal with the Act's proposals urgently.'

It was agreed that emails would be sent to Sir Alan Haselhurst MP and Greg Clark MP.

10.39 RCCE – AGM – Will be held on Wednesday 7th July 2010 at the Essex Golf and Country Club, Earls Colne commencing at 7.30pm. Attendance at the event was left in abeyance until it was known whether there were any prizes to collect.

11. Report from County Councillor. – it was reported that Ian Hatton, Regeneration and Localism Officer was moving on. Mr Hatton had been instrumental in helping with the village hall project. County Councillor Aldridge emphasised the importance of the County Town giving recognition to the 1st Battalion Anglian Regiment who had recently returned from Afghanistan – he felt that it was important to raise the profile of the armed services in the Chelmsford area. He reported on legislation which is being made to give the public greater access to councillors, and procedures which were being introduced regarding the handling of petitions. County Councillor Aldridge said that some works had been carried out to repair potholes but further works were required.

12. Report from Borough Councillor – Borough Councillor Malcolm Taylor indicated that CBC were setting up a process for receiving petitions. He reported that following advice CBC had found it very difficult not to proceed with the NCAAP to the Examination in Public Stage. This had been done with the caveat that if it was later felt that they could pull back from the numbers of dwellings planned for development then this would be done. The situation was in a state of flux at the present time. Borough Councillor Taylor suggested that PCSO Karen Calleja might be a useful contact in setting up a Youth Club in Great Waltham as she had recently successfully set up a Youth Club in Broomfield.

13. To consider the listing of Great Waltham and Ford End War Memorials. – the suggestion made by the War Memorials Trust was considered. It was felt that at this time because of the location of the War Memorials that listing was not necessary, particularly as one was situated in Ford End Churchyard. It was felt that 'listing' would also impose further administrative stages when works to the memorial were planned and it would serve no useful advantage. It was therefore agreed that the Parish Council would not apply to have the war memorials 'listed'.

14. To formally adopt the Standing Orders of the Parish Council as laid on the table at the last meeting. The Standing Orders prepared by the Finance and General Purposes Committee in April 2010 having been 'laid on the table' since the last meeting were adopted as the Standing Orders of the Parish Council.

15. Proposal to erect a shed at Brookmead allotment

This matter was deferred pending further enquiries.

16. To confirm the terms laid down by the landlord relating to the proposed works at Great Waltham Recreation Ground Car Park and Great Waltham Recreation Ground to construct a footpath from the car park entrance to the children's play area. (as detailed in the email circulated to members on 24th May 2010) Mr Micklem declared an interest and left the meeting. The following terms were considered

- The works are carried out to a standard that satisfies all regulations currently in place
- All necessary permissions have been sought and agreed (to include, but not exclusive to, planning, arboricultural consents and building regulations). Copies of any consents granted to be provided to the Landlord
- At the end of the lease the Parish Council will not seek any compensation from the Landlord for the path, i.e. the cost of the improvement will be written off by the end of the lease.
- The Parish Council will take full responsibility for the maintenance and insurance for the new paths and will ensure that no liability falls on the Estate for damage or injury caused by its installation or use, during the period of the lease.

The Parish Council agreed to the conditions as stated above.

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

This matter was deferred pending an article to be published in the August edition of the Parish News.

18. Parish Plan – Matters raised by RCCE

Mr Braisby reported that the printing costs had been significantly less than expected and there was no requirement to apply to the Parish Council for the grant of £300 as previously agreed. Mr Braisby reported that there was in fact a £200 surplus on the account which it was proposed to hand over to the Parish Council to be used by them at their absolute discretion.

Mr Braisby reported that copies of the Parish Plan had been presented to Stella Meesters at the Rural Community Council of Essex. She was pleased to see it and thought it looked an impressive document. The Parish Plan

Group 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 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.

It was agreed:

(a) To have an annual update of the progress of the Parish Plan Action List.

(b) To monitor the progress of the actions quarterly at a Planning Committee meeting. Mrs Slater called for this to be in the normal meeting room rather than the small room used for short planning meetings.

(c) To update the Parish Plan bi-annually by a mini survey.

19. To confirm the action of the Chairman in authorising the purchase of goalposts sockets to allow the movement of the Mini-Soccer goals at Ford End Playing Field at a cost of £80 plus VAT.

The Chairman' action was approved.

20. Adequacy of Broadband throughout the Parish

Results of a survey of Parish Councillors with regard to Broadband reception was mixed. Some areas were adequate but it was clear that the whole parish was not capable of receiving a strong broadband connection. It was therefore agreed to respond to the enquiry by the Rural Broadband Partnership High-Speed Broadband Parish Need Survey that the quality of broadband in the Parish was below adequate and that the Parish would like to undertake a parish survey and details of the survey were requested.

21. Retirement of Mr Bernard Greenwood as Parish Councillor

It was announced that Mr Bernard Greenwood had retired as a Parish Councillor following 43 years of service 10 of which had been as Chairman of the Parish Council. The Chairman indicated that he would write to Mr Greenwood to thank him for his devotion to duty over that long period. Arrangements would be made for a presentation to be made.

22. To consider financial assistance towards to production of a banner with artwork by Ford End School Pupils to appeal to driver's to reduce speed passing the school.

Mr Braisby declared an interest.

The cost of a banner was anticipated to be between £65 and £85. The Parish Council felt that this was a good idea to try to focus speeding driver's attention to the fact that the school was immediately adjacent to the B1008 and that speed should be reduced accordingly.

It was agreed to meet expenditure up to £85.

21. Confirmation of Cheques

Cheques were drawn and signed by two members as follows:

£ 411.25 Grounds Maintenance May 2010

£ 111.62 VAT Course for clerk.

£ 41.13 Payroll fee May and June

£ 18.79 Website Fee

£ 36.65 Stationery

£ 94.00 Goalpost Sockets for Ford End Playing Field.

£ 214.76 Caretaking at Changing Rooms and Children's Play Area

£ 29.38 Payroll Fee – Year End Return

£ 45.00 Portable Electrical Appliance Testing.

£ 55.00 RCCE Annual Subscription

£ 140.00 Final Internal Audit 2009/10

£1236.10 Final Payment for Installation of Play Equipment.

£ 245.12 Handyman's wages, mileage and out of pocket expenses

£ 707.98 Clerk's salary and administrative expenses.

22. Matters for the next agenda.

Review of Byelaws (Mr Steel)