

GREAT WALTHAM PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Monday 21st November 2011 at The Old Fire Station.

1. Record of Members present

Chairman: Mr A Micklem

Councillors: Mrs Farrant, Messrs Jackson, Blaber, Braisby, Steel, Bell, Huggins, and McDevitt.

Also present: County Councillor John Aldridge, Mrs Rose Braisby.

2. Apologies for Absence

Were received from Mrs Patch, Mr Leyde, Borough Councillor Ashford, Clare Lyne, PC Rob Bentley and PCSO Ian Hilton.

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

Mr Huggins declared an interest in item 9b.

Mr Braisby declared an interest in items 22 and 23.

Mr Micklem, Mr Jackson and Mr Blaber declared an interest in item 16.

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

Mrs Rose Braisby referred to agenda item number 23 and reported that following the last letter of support provided by the Parish Council Essex Environmental Trust had allocated a grant of £10,000 towards repairs at Great Waltham church. Mrs Braisby explained that £65,000 was required to keep the weather out. To date £46,900 had been raised. Mrs Braisby was congratulated for her success in arranging this fund-raising. Questions raised on the project were answered by Mrs Braisby.

5. Public Open Session – for any other items.

The report from Essex Police recorded the following incidents

Ford End - 2nd November 2011. Suspicious vehicle seen looking into drive ways to houses, no units free at the time.

11th November 2011. Person's unknown shooting rabbits on back lane, no units free at the time.

Howe Street 14th November 2011. Theft of motor vehicle from Main Road. Vehicle was taken from driveway, area search carried out with no trace. Incident ongoing.

Great Waltham 26th November 2011. Theft of sewage treatment Klargestor unit from Main Road Great Waltham/Howe Street. Incident ongoing.

12th November 2011. Hare coursing, Bullwards fields. Incident happened at 05.30 reported later that day.... No unit free.

North End Fire/arson. Persons unknown set fire to wood outside house in Mill Road. Investigations ongoing.

6. Confirmation of the Minutes of the Monthly Meeting held on 17th October 2011.

It was resolved that the Minutes be confirmed and signed.

7. Adoption of Committee Reports.

(a) Finance and General Purposes Committee 24th October 2011

Resolved: That this report be adopted.

(b) Planning Committee 7th November 2011

Resolved: That this report be adopted.

8. 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. It was also reported that an application for an agricultural storage building had been made for Old Park Farm, Ford End.

9. To comment on the following planning applications.

(a) 11/01705/LBC The Mill House, Main Road, Howe Street for installation of double glazing.

Comments: The Parish Council supports this application.

(b) 11/01723/FUL, 75 Cherry Garden Road, Great Waltham for single storey front extension and conversion of integral garage to living space.

Mr Huggins declared an interest in item 9b.

Comments: The Parish Council has no objections to this application

10. Clerks Monthly Report.

10.1 Highways Matters

10.1.1 Village Gateways/Speed reduction features at Ford End. – nothing further has been heard. The matter will be raised under agenda item 14. See also item 10.22 below.

10.1.2 Bridge at Hartford End Mill. – repairs are underway.

10.1.3 Bury Lane Ford – at the meeting held with County Councillor Aldridge on 14th October 2011 with Mr Micklem and the clerk a suggestion was made for further works to be carried out by the Parish Council to replace the wooden stakes and wooden barrier to prevent erosion of the bank. It was estimated that the costs of the works would be approximately £100 for materials only. The bags of concrete would be dismantled and some used as infill behind the wooden barrier. The bags would then be covered with soil taken from the recently excavated stream bed. This suggestion was referred by County Councillor Aldridge to Mid Essex Area Highways Office. The response to the proposal was that there is no mechanism from Mid Essex Highways office to allow payment to be made for the materials, and it was suggested that the Parish Council makes an application to the Localism Budget for funds to carry out this work. County Councillor Aldridge then asked whether the barrier could be erected by the Parish Council should they be so minded. In response Mid Essex Area Highways have stated that from the mapping system it appears that the extent of the highway is just the concrete roadway through the ford. It was suggested that the area where the barrier was proposed to be placed was in all probability, the responsibility of The Environment Agency.

10.1.4 Verge Opposite The Compasses Public House, Littley Green – nothing further has been heard. The matter will be raised under agenda item 14.

10.1.5 Verge and Flooding, Lucks Lane, Howe Street– County Councillor Aldridge arranged for plans and information relating to the proposed works to be obtained. A site meeting was held on 27th October 2011 – Mr Bell attended. A local resident was also involved and objected to the installation of bollards as had another resident of Lucks Lane. ECC have decided not to install the bollards and the works relating to drainage and verge restorations are scheduled to commence on 21st November 2011.

Mr Bell reported that the works had commenced.

10.2 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
Ford End School	11280	1945	3273 (29%)	6025 (53%)	1982 (18%)
Main Road, Howe Street facing Great Waltham	3732	547	1699 (46%)	1825 (49%)	208 (5%)
Sandon Hill Ford End	13001	1857	2501 (19%)	8382 (65%)	2118 (16%)
Burtons Great Waltham	5372	853	3530 (66%)	1639 (30%)	203 (4%)

10.3 Great Waltham School – School Wall – No further progress has been made with this project.

10.4 Speeding and reducing the speed limits – nothing further has been heard. The matter will be raised under agenda item 14.

10.5 Quiet Lanes – nothing further to report on this matter.

10.6 Willow tree between Beehive Public House and Walthambury Stores – Nothing further has been heard since that meeting held on 28th July 2011.

10.7 Transport Needs Survey – the survey has now been completed and the results circulated. A report will be prepared on this survey for the December meeting.

10.8 Unofficial Layby – near Oak House, Main Road, Howe Street - nothing further has been heard.

10.9 Development of Affordable Housing – Barrack Lane and Mashbury Road, Great Waltham– An open day has been arranged at the Parish Office on 23rd November 2011 between 2pm and 7pm to allow local residents to view the proposals.

10.10 Tree Planting Schemes 2011/12 - an application has been made for grant aid towards replanting a cherry tree at Howe Street Playing Field. The application to ECC Highways to plant a Silver Birch at Duffries Close is awaiting approval. No further information has been received from Great Waltham Primary School or South House Residents Society Limited.

10.11 Commemorative Tree and bench at Broads Green.

On Saturday 29th October 2011 Mr Blaber and the clerk met with Gill Etheridge, Tom Etheridge and Ken Etheridge to discuss and agree the proposals for a tree to commemorate the late Mr Graeme Etheridge. It was agreed that a Walnut Tree could be planted on the green in front of Mr Etheridge's former residence approximately 10yards from the edge of the green. Mr Etheridge's ashes would be placed beneath the tree which would be planted by the Etheridge family.

10.12 EALC Awards - the Parish Council has been awarded a highly commended certificate for Community Engagement at the Essex Association of Local Council's Annual awards event. A framed certificate has been received which will be hung in the entrance hall of the Parish Office. The judges liked the Community Network leaflet and found it clear and informative attracting all parts of the community. The leaflet was outstanding with a great variety of events held in the Community.

10.13. Works to trees – notification of an application has been received as follows:

11/05224/TPO The Old Vicarage, The Village, Great Waltham – for Copper Beech (T1 1979/001) - rear garden - reduce lateral spread of lowest laterals by 2m, cutting to suitable growing points.

11/05598/CAT The Old Vicarage, The Village, Great Waltham - 1 x Elm, 1 x Ceanothus 1 x Walnut - western aspect of garden - fell to ground and remove stumps (dead); 2 x Elm - eastern aspect of garden under Copper Beech - coppice; 1 x Elm - eastern aspect of garden under Copper Beech - crown reduce by 2m, cutting to suitable growing points; 1 x Elm - western aspect of garden - coppice.

11/05600/CAT Bridge House, The Village, Great Waltham – Self-sown Sycamore on bank of

Walthambury Brook – fell

11/05602/CAT 3 Duffries Close, Great Waltham-Leyland Cypress x 5, Sycamore x 1 - rear garden - fell to ground and remove stumps; Apple - front garden - achieve clearance from tree to dwelling of 1m, cutting to suitable growing points.

11/05613/CAT Church Of St Mary's And St Lawrence, The Village, Great Waltham - 30 x Lime - within the churchyard - re-pollard annually for a period of 5 years

Copies of the notifications were circulated to members.

10.14 Essex County Council – Wildlife and Countryside Act 1981, section 53 – Case 788 – Footpath claim from Margaret Woods Road to circuit round Tufnell Mere with two links to

FP2, Broads Green, Great Waltham – a letter from ECC refers to previous correspondence and informs that the investigation into the application has been completed and it has been decided that the evidence does not justify modifying the Definitive Map and therefore the application has been refused. The applicant has twenty eight days from receiving notice of the decision to appeal against the County Council's decision.

10.15 Remembrance Day Parade/Service 13th November 2011 – the annual remembrance parade/service was held on Sunday 13th November 2011 at both Ford End and Great Waltham where wreaths were laid by Parish Council representatives on behalf of parishioners. The events were very successful and well attended. The Chairman has verbally thanked the Police who were in attendance at the event for providing their services to ensure that the event was carried out in complete safety. The Chairman suggests that an expression of thanks is sent in writing to the local Superintendent to indicate how important this service is. This was agreed

10.16 Planning Applications for development in Broomfield.

Chelmsford Borough Council has received planning applications in late September for new residential development and a new primary school. The applications relate to the area covered by Site Allocation 2 of the adopted North Chelmsford Area Action Plan.

The key elements of the proposals are full Planning Permission (11/01409/FUL) - Construction of 223 including 79 affordable dwellings, provision of public open space and associated infrastructure works arranged as follows: - South of School Lane - 197 dwellings served principally from Main Road, and North of School Lane (Existing School Site) - 26 dwellings comprising 17 houses and 4 apartments accessed from New Road with the main school building converted to 5 apartments.

Outline Planning Permission (11/01409/OUT) - New and enlarged school to replace the existing school located on the northern side of School Lane.

A Local Planning Meeting has now been arranged at the Council Chamber, Chelmsford Borough Council Offices, on Tuesday 29th November 2011. The applicant will be in attendance and there will be a presentation on the proposals with an opportunity for local residents to ask questions and make comments about the developments. The purpose of the meeting is to enable residents and interested persons to obtain information and be fully aware of the facts relating to the applications.

The meeting will not discuss the planning merits of the cases, as this is the function of the Planning Committee who will determine the applications. Borough Councillors and Officers who attend the meeting will not therefore be in a position to offer any comment but will listen to, and carefully note all points arising. The period for submission of comments in relation to the applications will be extended until 21st December 2011 to allow time for representations to be sent in after the meeting.

10.17 Focused Change Consultation of the Submission Site Allocations Development Plan Document- between meetings this document has been received and perused by Mr Blaber who reports as follows:

'The Planning Inspector who is considering CBC's Site Allocations Development Plan Document (SADPD) has called for a Focus Change Consultation on certain minor changes to the SADPD. CBC has accordingly issued a SADPD Focus Change Document. The Consultation period runs for 4

weeks and any representations, which must be confined to the Focus Changes, are to be made by 23rd November 2011.

The Focus Changes were made by CBC to add clarify or sought to resolve in full or in part some of the representations that had been submitted to CBC. None of the proposed changes have any effect on Great Waltham. Therefore there is no need for the Parish Council to make any representations.

10.18 Works to trees – notification of an application has been received as follows:

11/05611/CAT Ravenscroft, South Street, Great Waltham for Ash, Box and Yew in rear garden adjacent to shed - fell to ground level, replacements planted further away from the house. A copy of the application had been circulated to members.

10.19 Speed Indicator Device.

A further report from the Speed Indicator Device is as follows:

Location	Total Vehicles	Average per day	Up to 30mph	30 – 40mph	Over 40mph
The Turning, Ford End	10191	1568	4341 (43%)	5410 (53%)	440 (4%)

10.20 ECC Local Bus Tender Round 2012 – a number of the County Council's supported local bus contracts are due to expire at the end of August 2012. This includes two services which pass through Great Waltham Parish.

Service 16 – Wethersfield – Chelmsford operated by Regal Mondays to Saturdays. ECC suggest either no change and/or possible integration with service 9/10 Great Bardfield to Braintree. The cost per passenger journey is £4.20. If the service was integrated with service 9/10 then it would no longer pass through Great Waltham Parish.

Service 42A – Chelmsford to Stansted Airport – operated by First bus (Sundays Only). ECC suggest no change. The cost per passenger journey is £1.92.

ECC say that local bus services supported by them have to meet a value for money measure where the subsidy per passenger journey must not exceed £5.

ECC are seeking views on the future of services. Comment and suggestions on these services should be made no later than 3rd February 2012. It is suggested that the Parish Passenger Transport representative, Clare Lyne, be asked to prepare comments. This was agreed. It was also agreed that a comment should be made that the Parish Council would wish to see Service 16 remaining on the route from Wethersfield via Appletrees Corner and then through Howe Street and Great Waltham villages and onwards to Chelmsford via Broomfield Hospital.

10.21 Report from Clare Lyne, Parish Passenger Transport representative.

Clare Lyne attended the Parish Passenger Transport meeting at County Hall on 16th November 2011. She has prepared a brief summary of information for Great Waltham Parish.

'ECC officers: Ray Young, Paul Rowden, First Bus: Julien Elliott, Bob Taylor, Dave Boyce, Chris McCormack, plus various Parish representatives.

There were four members of First Bus team. First us had consulted customers about the changes needed to bus services 47 and 48 through Springfield, Beaulieu and on to Hospital and Rail Station, and how they were now more in line with the train arrivals. The new service will start very soon and will be H1 and H2 (H = Hospital) running clockwise and anticlockwise through that part of Chelmsford. Timetables will be published ASAP. ECC are happy to meet and discuss the Green Man public house bus stop idea, need site meeting and Moira Mason should be contacted moira.mason@essex.gov. It was confirmed that the X30 does officially stop in Ford End. I mentioned poor lighting at Market 42A bus stop, so not easy to read the paper copy of time table (electronic signs still not correct*). Park and Ride services will run on **Sundays** 4th, 11th, 18th December between 9 and 5 at 15 minute frequency. I asked if Park and Ride buses can be used one way i.e. if you want to meet someone at P & R rather than drive into town (fare would be a flat £2.50). It was confirmed that the service could be used one way. P & R tickets can be used all day so more than one round trip can be made, tickets are valid on either P & R route, you only pay once. Question was asked if a hospital bus could run from Chelmer P & R. Hospital will need to be consulted? New buses on stream 2012, with Swipe cards system (like Oyster) 2013. Electronic signs working on real bus info not just timetable. Council had eight tenders for new contract. They are working on that at the moment. Question asked about making Essex Bus Timetable loose leaf to save paper and enable updates to be published nearer start time. Will consider. Train passes available for over 60s cheaper through Borough Council, but some council's appear to charging differing reductions. ECC were not aware of this. There is an online interactive Bus and Train Map which is updated monthly for all Essex Routes on

www.cartogold.co.uk/essex_public_transport May be this could be added to Parish Website?
(Done)

10.22 Village Gateways/Speed reduction features at Ford End.

ECC have now confirmed the proposed gateway design submitted by the Parish Council is acceptable for both locations and can be attached to the existing gateway signs 0.450 metres from the edge of the carriageway. The information sent regarding the Parish Council's public liability insurance has been accepted but further information is required which can be supplied.

Training on the New Roads and Street Works Act (NRSWA) accreditation is also required.

Arrangements are in hand for the Chairman and the Handyman to undertake the days training on 28th November 2011 at a cost of £157 plus VAT. The qualification will last for a 5year period and will permit those accredited to work in roadside situations. The expenditure was confirmed and will be met from the Parish Council's training budget of £400 which remains unspent this year.

10.23 CBC Highway Rangers - The Highway Rangers is a new service in Chelmsford Borough provided under Highways Localism, jointly by both Chelmsford Borough Council and Essex County Council (currently running to 31st March 2012). The Highway Rangers can help to improve the local community street scene by carrying out minor highway works to enhance the environment, which may not otherwise have been given a high priority for revenue funding.

The types of work that are generally carried out by the Highway Rangers are as follows;

- Cleaning and minor repairs to non-electrical road signs
- Cleaning and minor repairs to street furniture
- Reinstatement of posts and bollards (minimal excavation)
- Trimming of vegetation and removal of arisings
- Ad hoc grass cutting and strimming
- Localised cleaning and minor excavation of roadside grips
- Removal of graffiti from 'municipal' street furniture such as litter bins, street nameplates and seats, etc.
- Painting of 'municipal' street furniture such as litter bins, street nameplates and seats, etc.
- Removal of weeds or vegetation from pavements
- Scavenging and removal of deposits and small fly tips from highway land
- Removal of illegal signs and fly posting

The Rangers will respond to requests for works from both the Borough Council and Parish Councils. If you have identified works which you feel could be carried out by the Highway Rangers, these can be reported to the Mid Area Customer Liaison Team for action (mention the Rangers), on any of the following contact details;

Telephone 0845-603-7631

Email Highwayrangers@chelmsford.gov.uk

10.24 Painting of Lamp-posts in Great Waltham Village. ECC have quoted a cost per column of £30 but indicate that they only normally paint during the summer months. An item will be placed on the next agenda to consider this quotation.

11. Report from County Councillor. County Councillor Aldridge drew attention to the availability of Olympics Games grants. Reference was also made to changes in the Highways maintenance contracts. There will be one contractor dealing with Essex with effect from 1st April 2012. The contract period would be 10 years. County Councillor Aldridge reported the amount of funds which had been spent in Great Waltham Parish in the past three years. A general discussion of highways issues followed.

12. Report from Borough Councillor(s)

There were no Borough Councillors present.

13 To consider the comments prepared by the tree wardens on the Essex County Council consultation document Essex Wooded Estate Management Plan – Partridge Green Estate (Border Wood)(closing date for comments 4th December 2011)

An inspection of Border Wood had been undertaken by the Tree Wardens, Alan Adcock and Charlotte Bradley. Charlotte had produced a written report which had been circulated to members. It was agreed to adopt the report as those of the Parish Council and submit these to ECC.

The tree wardens were thanked for their attention to this matter.

14. Minutes of meeting with County Councillor Tracey Chapman, Cabinet Member for Highways and Transportation 14th September 2011. Mr Steel instigated a discussion of the Minutes prepared by an officer of ECC. The items mentioned were

14.1 Ford End Traffic Calming Scheme/Village Gates – the installation of gates had progressed since the meeting had been held (see item 10.22 above). It was agreed that subject to all the criteria

laid down by ECC regarding public liability insurance and training that the Parish Council proceeds with the manufacture and installation of the gates at the entrance to Ford End village from the Chelmsford direction at an estimated cost of £100 per gate.

14.2 Speed Management Strategy- it was noted that the Parish Council's requests for review of speed restrictions would be available before Christmas. It was agreed to email Vicky Duff and remind her about this.

14.3 Verge Opposite the Compasses Public House – it was felt that this matter had been taken as far as it could be without success.

It was agreed to await further response with regard to items 14.1 and 14.2 before possibly requesting a date for a follow up meeting.

15. To consider comments prepared by Mr Steel on the Essex County Council consultation on Proposal to Change the General Oversubscription Criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Essex for Admission in the 2013-14 Academic Year. (Closing date for comments 25th November 2011).

Mr Steel had prepared notes and a proposed response on the consultation document which had been circulated to members. The arguments for and against were considered and Mr Steel read the proposed comment as follows:

Great Waltham Parish Council takes the view that the current criteria remain in place such that children living in the priority admission area have priority over children living outside the priority admission area with a sibling attending the school. The PC would not want to see the situation where a local child cannot attend a local school and yet someone out of area can. Parental choice may be a good thing, but it is a choice and when someone chooses to put their child into a school in a different admission area, they do so knowing that they may not be able to do the same for a younger sibling. We feel that to deprive a local child a place at a school in their own admission area is a more serious removal of choice. We do not have an issue with spare places being used by out of area children. Indeed we see it as a positive means to support the viability of a school where the local attendance may be limited. However, we would not want to put this in front of making places available for our own local children.

The proposed comments were agreed by the meeting.

16. To consider the conditions made by the landlord of Brookmead and Bury Lane allotments in consenting to the supply of mains water to the allotment sites.

Mr Micklem, Mr Jackson and Mr Blaber declared an interest in item 16, and left the meeting.

Mr Steel chaired the meeting for this item only.

The landlord was prepared to grant consent to the proposal to install mains water on the following terms:

- Parish Council will be responsible for all cost associated with the installation of the water supply and will indemnify the Landlord against any claim that may arise by third parties against the Landlord in connection with its installation or use.
- The path of the pipe must be agreed in writing between the Landlord and the Parish Council prior to any works commencing.
- The Parish Council will be responsible for all costs associated with the use of the pipe, to include (but not exclusively limited to) all water consumption, standing charges, all repairs and maintenance to the pipe (to include all associated costs) and the cost of any water leaks.
- At the end of the Tenancy Agreement (unless the Landlord and Tenant mutually agree to a new Lease) the Parish Council will either hand over ownership of the pipe to the Landlord free of charge (and will therefore have no further responsibility to the maintenance of the pipe or water usage charges) or, if the Landlord so requires, arrange to have the service disconnected at the Parish Council's expense, at a point where the landlord bears no responsibility for the pipe or the connection. The decision as to which of these options is required is solely at the discretion of the Landlord and is to be taken as and when the Tenancy ends.
- Should the Parish Council wish to cease the supply of water to the allotments at any time, then they must inform the Landlord immediately and, should the Landlord so require, remove all apparatus (including any pipework) from the Landlord's Land at the Parish Council's expense.

The terms attached to consent were accepted.

17. To consider setting up a compact fluorescent lamp recycling centre at the Parish Office.

Information about the CoBRA scheme (initially: Community Battery Recycling Alliance) had been circulated to members.

Used energy saving light bulbs are classed as "Hazardous Waste" as they contain Mercury. Mercury should not go into landfill, due to the contamination it would cause. As such, when bulbs are recycled, the Mercury element can be safely removed, allowing for correct disposal, or reuse. Used energy saving light bulbs also contain material (rare earth phosphors) that can be removed within the recycling process and used again. These phosphors are only found in a few places on Earth and cannot be replaced by a man-made substitute.

It was agreed that the Parish Council would sign up to the CoBRA scheme providing a recycling point at the Parish Office provided that a suitable outlet could be found to dispose of the bulbs collected without charge.

18. To comment upon the proposed scheme to link Great Waltham to the Chelmsford Cycle Network (plans circulated to members 27th October 2011).

The plans for the scheme to link Great Waltham with Chelmsford via a cycle route had been circulated to members between meetings. Comments were called for. It was agreed to comment that the Parish Council supports the idea.

19. To consider the winter maintenance programme:

The clerk reported that since information on the winter maintenance scheme had been circulated to members there had been developments whereby a local contractor may be employed by Essex County Council to carry out snow clearance operations and gritting operations on priority areas on minor roads. However the final arrangements for this had not been made.

The meeting was asked to:

(a) Identify the priority areas of most concern to the local community. (Note: priority areas must be part of the public highway network).

First priority:

South Street, Great Waltham from junction with Main Road to Hatchfields.

Pleshey Road, Ford End from Ford End Playing Field entrance to Main Road.

Church Lane, Ford End from Main Road to second entrance to car park.

Second priority:

Barrack Lane, from Main Road to Cherry Garden Road junction.

Third Priority:

Mashbury Road/Barrack Lane/Bury Lane junction

Howe Street – entire length of Lucks Lane. Parsonage Lane from Main Road to junction with Lucks Lane (if full road snow clearance and gritting was not available – then the road junctions should be treated)

North End – Black Chapel Lane/Brook Hill North End from Water Pump Green to junction with Mill Road.

Hartford End – Little Park Road – from Hartford End Brewery to Little Park.

Little Green – from Little Green to Compasses Public House

(b) Allocate volunteers for each area.

Eleven volunteers had put their names forward nine of whom were in the vicinity of Great Waltham village and one from Howe Street and one from North End.

In view of the possible developments using a local contractor it was difficult to allocate areas to volunteers. It was expected that the Great Waltham volunteers would be involved with keeping the route to Great Waltham school open. The Howe Street volunteer would be allocated salt to treat the junctions.

(c) Confirm that the volunteers are confident they are physically able to manually remove snow and then spread a thin layer of salt and can store a bag or so of salt in the dry (shed garage or dry storage area).

Volunteers would be given information of what was expected of them and to sign to say that they understood the requirements.

(d) Issue Risk Assessment paperwork

Risk assessment paperwork would be issued to each volunteer.

(e) Purchase of high visibility vests and plastic snow shovels as required.

Approval was given for expenditure of up to £50 for Hi visibility vests and snow shovels to be obtained.

20. To consider the next steps to take with the Penden Hill clearance project.

Mr Bell suggested that the area which was in most need of attention was between two ditches on the site. Views were expressed on the future maintenance of the site and it was suggested that if the

project was started by the use of voluntary labour then future maintenance should be carried out in the same way so as to avoid expense on the Parish.

It was agreed that subject to the agreement of volunteers to carry out the work and submission of the public liability insurance to ECC for approval and the date of commencement of the work notified to ECC then the works should proceed.

21. To consider the use of the former Ford End Cricket Field by the villagers of Ford End to celebrate the Diamond Jubilee of HM the Queen between Saturday 2nd June 2012 and Tuesday 5th June 2012 but primarily for celebrations on Monday 4th June 2012.

It was agreed that the former Ford End Cricket Field could be used for the Ford End Diamond Jubilee celebrations as requested subject to adequate public liability insurance being obtained.

22. To consider funding approximately 360 Diamond Jubilee Mugs at approximately £2.50 each to be presented to children attending Great Waltham Primary School, Ford End Primary School, Up, Up and way Pre-School, Ford End nursery school and other children between the ages of 0- 11 years old living within the Parish and whose parents apply for a mug through an article to be published in the Parish News.

Mr Braisby declared an interest.

The Chairman explained that the groups organising events at Ford End and Great Waltham had jointly asked the Parish Council to consider funding Diamond Jubilee Mugs. It was proposed to run competitions at Great Waltham and Ford End Primary Schools for a local logo from each school which would appear on the mugs along with the national diamond jubilee logo.

The Chairman indicated that a budget had been provided for Diamond Jubilee in the 2012/13 estimates of expenditure.

It was agreed to fund up to 360 Diamond Jubilee Mugs at approximately £2.50 each to be presented to children attending Great Waltham Primary School, Ford End Primary School, Up, Up and way Pre-School, Ford End nursery school and other children between the ages of 0- 11 years old living within the Parish and whose parents apply for a mug through an article to be published in the Parish News.

23. To consider sending a letter of support to Great Waltham with Ford End Parochial Church Council to support an application for grant funding to Chelmsford Borough Council (an Historic Building Grant application), and to the ECC's "Big Society" Quick Response scheme towards the costs of exterior work to the flint rubble walls of Great Waltham Church.

Mr Braisby declared an interest.

It was agreed that letters of support would be provided.

24. To confirm the re-appointment of Mr Maurice Howard, CPFA as the internal auditor for the Parish Council – annual fee for 2011/12 £140.

It was agreed that Mr Maurice Howard be reappointed as internal auditor for the year 2011/12 – annual fee £140.

25. Wicksteed Pick-up Sticks 6 and brochure from Playtime (Mr Bell)

The clerk reported that the EN1176 Certificate stating full compliance issued by TUV had been received from Wicksteeds in respect of Pick Up Sticks 6. They also indicated that all future installations will therefore be supplied with a Certificate of Compliance from this date forth. This information had been passed to Playground Services who were now taking action to execute the order for the equipment and installation of Pick Up Sticks 6 placed on them dated 21st June 2011.

The clerk further reported that the requested brochure from Playtime had not been received.

Discussion followed regarding whether there had been any fundamental changes in the design of the Pick Up Sticks 6 to achieve the accreditation. Mr Bell undertook to contact Wicksteeds to establish whether any fundamental changes had been made.

The clerk drew attention to the grant of £8430 allocated to Children's Play Equipment at Great Waltham Recreation Ground by Essex County Council Community Initiative Fund. The order for Pick Up Sticks 6 totaled £7677 leaving £753 available for other equipment. There was also Planning Contributions of £2637.62 available for recreational equipment. It was suggested that the available funds should be considered for use to replace the train. Mr Bell and Mr Huggins undertook to seek a suitable replacement for the train, using the total fund available of £3390.62.

26. To consider a request from the Diamond Jubilee organising committee at Ford End for the installation of a basketball goal on the Ford End Playing Field.

A letter from the Diamond Jubilee organising group at Ford End indicated that they will be raising funds for the 2012 Jubilee Celebrations in the village, to include a celebration for everyone on

Monday 4th June to include village traditional activities, as well as an exhibition in the church at various times over the weekend. It was also the desire of the group to leave something to the community for the future in Ford End. Following discussion the group had decided that as one of the official Jubilee themes is centred around playing fields they would like to try to provide something for the slightly older children in Ford End. A basket-ball net and base was felt to be appropriate to be sited somewhere on Ford End playing field.

It was hoped to raise extra money to go towards this idea and the group was currently looking at costs, and a request was made for the Parish Council to consider making a contribution to this project.

Following consideration and discussion of the proposal the Parish Council agreed in principle that a basket-ball goal should be provided subject to agreement of the siting and specification for the facility. The Parish Council had allocated some funds to provision of recreation equipment at Ford End Playing Field and enquiries had been made regarding the availability of grants. Any surplus funds raised by the group could be used as part payment of the project.

27. To consider any further action to be taken with regard to Bury Lane Ford (see item 10.1.3 of the Clerk's report.

It was felt that the proposed wooden barrier would not be on Highways land by reference to a map which had been received nor would it be of interest to the Environment Agency. The replacement of the wooden barrier was necessary to prevent the eventual erosion of the footway and bridge to cross the ford.

Mr Micklem indicated that he was prepared to carry out the works required to erect the barrier and infill using earth but not to move the bags of concrete which had been installed by ECC. The estimated cost would be £100 for materials.

Discussion arose regarding Public Liability. The Parish Council felt that the Council's own public liability insurance would cover any claim which was made. The likelihood of a claim was felt to very low as the Parish Council was merely replacing the barrier which had previously existed.

28. To confirm and authorise the signature of the Precept upon Chelmsford Borough Council for the financial year 1st April 2012 to 31st March 2013 in the sum of £41,416 . Note: this is estimated as £44.06 per Band D property per annum (estimated reduction on the previous year of 56p per annum).

It was agreed that the precept upon Chelmsford Borough Council could be signed in the sum of £41,416.

29. Confirmation of Cheques

The following cheques drawn between meetings were confirmed:

£ 88.75 Swing Seat for Ford End Playing Field.

£ 33.86 Litter Bin

The following payments were noted:

£ 500.00 Rent Parish Office – October 2011

£ 23.00 Electricity Changing Rooms – October 2011

Cheques were be drawn and signed by two members as follows:

£ 576.00 Grounds Maintenance October 2011 and Bury Lane allotment hedge

£ 12.48 Stationery

£ 40.00 Remembrance Day Wreaths

£ 380.12 Handyman's, wages and mileage and out of pocket expenses.

£ 759.95 Clerk's Salary and Expenses

£ 188.40 NWSRA Training Course – Mr A Micklem

30. Matters for the next agenda.

(a) Telephone Kiosk, North End (Mr McDevitt)