



NEW WALTHAM

PARISH COUNCIL

MINUTES

NEW WALTHAM PARISH COUNCIL MONTHLY MEETING

Held at: Pavilion Hall, New Waltham.

Date: 2 July 2025

Cllrs Present: Cllrs, Smith, Breed, Bond, Charlesworth, Raper, Simpson, Sandell

Apologies: Cllrs Keys, Hebbar & Poucher (Dawkins & Shreeve)

Others in attendance: Ward Cllr Harness

Members of Public present: 9 members of the public.

Item No.	Description & Discussion	Action(s)
25/100	Election of Chair Nomination from Cllr Stephanie Smith. Voted by show of hands.	Elected.
25/101	Co-option of Councillors Two co-option applications have been received. Both gave a brief overview of why they wish to be Co-opted onto NWPC. Co-option took place via show of hands for each candidate.	Two Co-options were successful – via vote.
25/102	Apologies of absence	Received and accepted.
25/103	Declarations of Interest Cllr Breed, Cllr Clarke (Allotments) Cllr Bond – Planning application no.2	Declarations noted.

25/104	Minutes of Previous Meeting	Accepted as true record.
25/105	<p>Police Report</p> <p>PC Dan Moseley in attendance. Decline of ASB within New Waltham. Which is great news. Pavilion incidents is currently at none, which again is a very positive step forward.</p> <p>Vehicle theft is a focus – ensure all belongings are out of site and cars secured.</p> <p>Report all incidents, no matter how small via 101.</p>	No Action.
25/106	<p>Public Session</p> <p>Member of public in attendance re Planning app no.3. Concerns re change of use of neighbouring property to a children's home. Concerns were shared with the Council.</p>	No Action.
25/107	Future Meeting Dates: Wednesday 6 th August 2025	Agreed.
25/108	<p>Planning:</p> <p>1. DM/0322/25/OUT 120 dwellings on Sation Road Concerns were raised re the amount of building within New Waltham. The infrastructure is not there.</p> <p>Proposal – objection = Agreed via show of hands. Strategic gap protections/ not in NELC local plan/ preserve the gaps between two villages and the aesthetics of each. Loss of green spaces and wildlife. Infrastructure. Station road already busy. School children use path between the villages daily and this will cause more traffic and increase risk. Flooding & pollution.</p> <p>2. DM/0367/25/FULA Amended plans submitted and Council seemed happy to accept the amendments.</p>	<p>NWPC Object, Clerk to send in comments to NELC.</p> <p>No objections – Clerk to submit to NELC.</p>

	<p>3. DM/0435/25/FUL Station Road, New Waltham Change of use of property to children's home. Objections were noted – concerns from majority of Council. X2 Cllrs abstained during the vote.</p>	Clerk to submit concerns to NELC re lack of information.
25/109	<p>Footpaths & Highways:</p> <p>1. Cycle track – No update.</p>	No Actions.
25/110	<p>Community Pavilion & Play Area:</p> <p>1. NELC Bike event Contacted by NELC to run a free community bike repair workshop from the pavilion car park. Dates; 3 July, 7 Aug, 4 Sept & 14 Oct.</p> <p>2. Dishwasher purchase Proposal for addition of the dishwasher to the hall. Cllr Keys to plumb the item in so purchase of the item only. Clerk to arrange purchase.</p> <p>3. Cllr Sandell key request Council agreed to get set of keys cut.</p> <p>4. Security fencing around hall Council wanting to extend the fencing around the back of the pavilion hall. Extended out towards to the end of the building. To stop the ASB around the back of the pavilion and protect the back of the building and guttering.</p> <p>5. New Pavilion Hall Sign Quotes.</p>	<p>Agreed, Clerk to contact NELC. Email PC Mosley dates.</p> <p>Agreed.</p> <p>Agreed.</p> <p>Agreed, purchase of fencing.</p> <p>Ongoing. Keep on agenda.</p>
25/111	<p>Events:</p> <p>1. Music Fest Update Raffle prizes being sought. Ward Cllrs offered a voucher – with thanks.</p> <p>Councillors and volunteers needed for the day; to submit names/availability to Clerk/Chair.</p> <p>Gazebo has been ordered – which will be manned by Council during the day.</p>	Clerk to draw up list of volunteers so Events Committee can draw up rota at next meeting – Agreed.

	<p>2. Friendship group update Currently has around 12/13 attendees at this group. Group has free refreshments offered. Games are played and friendships have been formed.</p> <p>Register and GDPR forms have now been implemented. To ensure in line with data protection of any details collected.</p>	<p>Clerk/Chair/Group Lead to ensure that group is being ran lawfully and as per Terms of Reference – Agreed.</p>
25/112	<p>Allotments:</p> <p>1. Tenancy Agreement Agreement agreed and rent increased from £20.00 to £25.00 per plot.</p> <p>2. Record keeping</p> <p>3. Public Liability Insurance</p> <p>4. National Allotment Society</p>	<p>Agreed.</p> <p>Request to carry items (2,3,4) to next meeting – Agreed.</p>
25/113	<p>Parish Council Matters:</p> <p>1. Personnel Committee Terms of Ref Document circulated to Cllrs before the meeting.</p> <p>2. Investments Policy Document circulated to Cllrs before the meeting.</p> <p>3. Community friendship group Terms of Ref Document circulated to Cllrs before the meeting. Cllr Sandell to be group 'lead' and ensure group is in line with these terms and running lawfully, includes handling of information in accordance with GDPR.</p> <p>4. Newsletter Summer Edition is just about ready to go out. To go to print next week. Councillors to hand delivery. Colour front page and internal b&w. Order 2500 copies in total.</p> <p>5. Football Pitches</p>	<p>Adopted.</p> <p>Adopted.</p> <p>Adopted & Lead of group elected – Agreed.</p> <p>Agreed.</p> <p>Clerk to arrange signing – Agreed.</p>

	<p>About at the end of the process – ready for signing of NELC/ SLA.</p> <p>6. Priors Green Council was contacted by resident re tree encroaching onto public property. Proposal for Councillors to visit the property and resident.</p> <p>7. DBS checks for Cllrs Proposal for all Cllrs (especially those involved with public events to hold an up to date DBS).</p> <p>8. Sponsorship of flowerbeds Defer to next meeting.</p>	<p>Chair & Cllr Simpson to visit the property and speak with resident – Agreed.</p> <p>Clerk to action – Agreed.</p> <p>Agreed.</p>
25/114	<p>Finance:</p> <p>1. Acknowledge receipt of clerk’s monthly report – including bank reconciliation, with supporting evidence.</p> <p>2. Approve Payments as detailed within agenda & payments schedule (circulated to Cllrs prior to meeting, along with invoice/receipt evidence)</p> <p>a) Reimburse Cllr Sandell (Purchases for friendship group) - £28.55 Power to spend: LGA 1972 s.145</p> <p>b) Reimburse Caretaker (Mop purchase) - £18.80 Power to Spend: LGA 1972 s.133</p> <p>c) Raffle Tickets Direct (Purchase of raffle tickets) - £41.40 Power to spend: LGA 1972 s.145</p> <p>d) Poster My Wall (Website – Purchase of high-res image/design for banner printing.) - £6.99 Power to spend: LGA 1972 s.145</p> <p>e) MES Gardening (Gardening war memorial/ nature</p>	<p>Approved.</p> <p>Approved & evidence of spends received.</p>

	reserve/ Pavilion Play Area + Pavilion Garden) - £633.33 Power to spend: HA 1980 s.96	
25/115	Exclusion of Press & Public Consider exemption of press and public and under Public Bodies Admissions to Meetings Act 1960, Section 192) on the grounds that discussion of the following business is likely to disclose confidential information.	N/A
25/116	Personnel/Payroll (May contain Confidential info, that cannot be minuted) <ol style="list-style-type: none"> Welcome new caretaker New Caretaker is doing very well so far. Working independently now. Consider DBS checks for all employees Proposal for Clerk to arrange. Consider Ernlca IOSH course for Clerk & other Cllrs Note payment of staff wages as per employee contracts. 	Agreed. Agreed. Clerk & Chair to do IOSH Ernlca Course – Agreed. Noted.

Meeting Ended: 21.00

Signed _____

Date _____