



NEW WALTHAM

PARISH COUNCIL

MINUTES

NEW WALTHAM PARISH COUNCIL MONTHLY MEETING

Held at: Pavilion Hall, New Waltham.

Meeting Date: 3 September 2025

Cllrs Present:	Cllrs, Smith, Bond, Clarke, Raper, Poucher, Breed, Hartley, Simpson, Hebbar
Apologies:	Councillor Charlesworth, Sandell, Keys
Others in attendance:	Ward Cllr Harness. PC Dan Mosley
Members of Public present:	6 members of the public.

Item No.	Description & Discussion	Action(s)
25/129	Apologies	Accepted.
25/130	Declarations of Interest Cllrs Breed, Clarke & Hebbar (Allotments)	Declared.
25/131	Minutes of Previous Meeting	Accepted as true record.
25/132	Police Report PC Dan Mosley in attendance at the meeting. Gave an overview of local crimes. Some vehicle crime, be vigilant and ensure that vehicles are secure. Advised the PC Andy Parkinson will be joining the local team. Great news to have another knowledgeable and experienced PC on the ward team.	No action.

25/133	Public Session Friendship Group members in attendance to discuss the group with Council. Due to mis communications there had been confusion – which was quickly resolved.	Council to further discuss during agenda item.
25/134	Future Meeting Dates Wednesday 3 rd September 2025	Agreed.
25/135	Planning DM/0501/25/FUL Proposal: Erect single flat roof rear extension with rooflights and associated works.	No objections raised. Clerk to forward to planning – Agreed.
25/136	Footpaths & Highways 1. Cycle track – NWPC wanted cycle track linking through NW for a while now connecting to Station Road. Keep on agenda - no update. 2. A/K Frames – next agenda/ check different types for removeable.	No update, keep on agenda – Agreed. Clerk to research different types to ensure that vehicles could still pass (i.e. grass cutting etc). To be reported back – Agreed.
25/137	Pavilion & Play Area 1. Refund Refund voted on and agreed. 2. Sanitary Bins Approved to be installed 3. Cycle Park Council agree that cycle park is needed close to the play area. Council looking at the ‘Sheffield Stands’ type racks. Clerk to gain quotes.	Clerk to arrange refund – Agreed. Clerk to arrange installation – Agreed. Clerk to get quotes for next meeting for Sheffield style – Agreed.

	<p>4. Bins within Pavilion Play Area Council voted to have 2 bins installed within the area. Pencil bins design was agreed to fit in with a kids play area. Clerk to purchase x2 bins.</p> <p>5. Recycling Bins Council explored the idea of recycling bins. NELC to be approached to ask for recycling bins and a dog bin.</p> <p>6. Play Area Inspection Cllr Clarke volunteered to check the list of what is advised to be done and assess priority of what needs maintenance.</p> <p>7. Hall Exterior Council discussed the proposal of hiring local artists to create New Waltham themed paintings/boards to add creativity to pavilion hall building exterior.</p> <p>NELC may need consulting – Clerk to research.</p> <p>Company to approach suggestion of Creative Arts, gather ideas – possibly invite along to a meeting to discuss ideas.</p> <p>8. Fencing Awaiting Cllr Keys return to get fencing ordered and a date in place for installation.</p>	<p>Clerk to purchase x2 bins – Agreed.</p> <p>Clerk to contact NELC and request recycling bins. Add to next agenda – Agreed.</p> <p>Cllr Clarke to action and liaise with Clerk/Chair – Agreed.</p> <p>Clerk to contact Creative Arts + other local artists to gain quotes & contact NELC to ensure no permissions are needed – Agreed.</p> <p>Clerk to obtain date Cllr Keys back locally and liaise re dates – Agreed.</p>
25/138	<p>Committee Updates & Reports</p> <p>Events Committee Brief meeting was held the de-brief the festival. Another meeting will be held end of September.</p> <p>Allotments Committee Update was given – Allotment tenancy agreement. Council agreed that the agreement now must be sent out to tenants.</p> <p>Date of Next meeting: 20th October 2025, 12noon.</p>	<p>Next meeting to be arranged when Cllr Keys back – Agreed.</p> <p>Tenancy Agreement to go out asap – Agreed.</p>

	<p>Friendship Group</p> <p>Council were advised that the previous Friendship Group Lead had stepped down from the role. A new Lead was sought, and Cllr Terry Bond kindly volunteered to take on the position and represent the Council at the group each week.</p> <p>The Chair and Clerk will also attend sessions as and when available/needed and will provide cover should Cllr Bond be unable to attend.</p> <p>A copy of the group's Terms of Reference will be issued to members via the new Group Lead.</p> <p>It was noted that monies collected by the group at the Music Festival were taken without prior reference to the Terms of Reference. As a gesture of goodwill, Council agreed that the funds may be retained and used as originally intended on this occasion. However, it was made clear that any future fundraising must first receive Council approval.</p> <p>The Chair has arranged for Age UK to visit the group on 30th September, and further events and guest speakers are being explored. Feedback from group members in attendance at the meeting was very positive, and they appeared pleased with the outcome.</p>	<p>Terms of Ref to be re-sent to Cllr Bond for sharing at group (Clerk can print copies if needed). Group to continue as it is – Agreed.</p>
25/139	<p>Parish Council Matters</p> <p>1. Youth Council Update given Chair and Clerk to attend village primary schools on 16/17th September to further discuss this project.</p> <p>2. Flag raising Cllr needed to take over the flag raising within the village. Cllr Clarke has volunteered to take over, but a second is perhaps needed as can be tricky.</p> <p>Resident request for a permanent flag to be raised. Council discussed the feasibility of how long a flag would last if flying permanently. Council felt that Union Jack would be suitable to fly all year round.</p> <p>(Check law on flag flying re size and quote for a good quality flag).</p>	<p>Clerk & Chair to attend meetings & report back – Agreed.</p> <p>Cllr Breed to share instructions of flag raising and Cllr Clarke to take over the role – Agreed.</p> <p>Clerk to obtain prices for new flag – Agreed.</p>

	<p>3. Village Green Posts Posts missing on the green and need replacing asap. Cllr Breed suggested some ready timber at allotment that needs treating and then can be installed. Cllrs Breed and Clarke to action.</p> <p>4. NWPC Surgery To start Friday 3 September 10.30-11.30am each Friday for the public to visit Council.</p> <p>5. NW Allotments Water Supply Allotment Committee Chair has identified that is a legal requirement for NWPC to supply water on an allotment. (1908 Act?) – Clerk is to check the legal requirement via Ernllca to get some clarity on this situation.</p> <p>6. Abandoned Housing Estates Cllr Breed advised that via Ward Cllrs there is movement on a possible delay with a local site due to the number of abandoned sites. NWPC discussed that some pressure could be put on by Council for any future applications. To be deferred.</p> <p>7. A3 Printer/Laminator Budget: of £200 for both – Agreed.</p> <p>8. Priors Green Awaiting second and third quotes for clearing of priors green. It was agreed that the rotten fencing was not NWPC responsibility. Was not initially erected by NWPC and Council only responsible for the nature reserve itself. Awaiting further quotes for clearing of area. Clerk/Chair to advise residents of Priors Green that fencing is not the liability of NWPC, portions were repaired out of good will previously, but ultimately is the residents of priors green responsibility</p> <p>9. Newsletter Approach Scouts to assist with deliveries for the Winter edition. A Council donation can be offered.</p> <p>Articles in for 1st October.</p>	<p>Cllrs Breed & Clarke to action – Agreed.</p> <p>Chair & Clerk to start weekly surgery – Agreed.</p> <p>Ongoing, keep on agenda. Clerk to check legal requirements with Ernllca – Agreed.</p> <p>Ongoing.</p> <p>Clerk to purchase – Agreed.</p> <p>Clerk to draft letter to advise residents of plans – Approved.</p> <p>Agreed.</p>
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25/140	<p>Parish Council 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 & distributed payments schedule/Clerk’s Report (circulated to Cllrs prior to meeting, along with invoice/receipt evidence)</p> <p>a) £90.06 – Reimburse Cllr Simpson (Music Fest food/drink/ Kitchen Float £20) Power: LGA 1972, s.145</p> <p>b) £16.09- Reimburse Cllr Sandell (Friendship Group) Power: LGA 1972, s.145</p> <p>c) £11.80 – Reimburse Cllr Keys (key cutting) Power: LG(MP)A 1976 s.19</p> <p>d) £15.19 – Amazon Card Purchase (Bulk Hand Soap for Pavilion Hall) Power: LGA 1972, s.145</p> <p>e) £183.33 – MES Gardening (Village Gardening) Power: Village Green – Public Health Act 1875, s145 and LGA 1972 Sch14, para 27</p> <p>f) £320.76 – St John Ambulance (Music Fest attendance) Power: LGA 1972, s.145</p> <p>g) £63.54 – E-Print (Music Fest Marketing Materials) Power: LGA 1972, s.145</p> <p>h) £287.35 – Biffa (91 day invoice for services at hall) Power: LG(MP)A 1976 s.19</p> <p>i) £15.00 – SumUp (Additional SumUp Unit for music fest) Power: LGA 1972, s.145</p>	<p>Councillors acknowledge receipt of Clerk’s Report, Bank Rec & Payments including invoice/receipt evidence – All Approved.</p> <p>Payments - Agreed.</p>

	<p>j) £14.90 – Amazon card purchase (x12 blue rolls for pavilion hall/music fest) Power: LG(MP)A 1976 s.19</p> <p>k) £28.23 – Amazon card purchase (Safety tape/ hazard tape/ double sided & blu tac music fest) Power: LGA 1972, s.145/ LG(MP)A 1976 s.19</p>	
25/141	<p>Exclusion of Press & Public</p> <p>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.</p>	N/A
25/142	<p>Personnel/Payroll (May contain Confidential info, that cannot be minuted)</p>	

Meeting Ended: 20:59

Signed _____

Date _____