



NEW WALTHAM

PARISH COUNCIL

MINUTES

NEW WALTHAM ANNUAL PARISH COUNCIL MEETING

Held at: Pavilion Hall, New Waltham.

Meeting Date: 6th May 2026

Cllrs Present: Cllrs Smith, Simpson, Paxman, Clarke, Breed, Raper, Hartley, Poucher.

Apologies: Cllr Bond, Welham.

Others in attendance: Anneka Ottewell-Barrett (Officer/RFO)

Members of Public present: 0 member(s) of the public.

Item No.	Description & Discussion	Action(s)
26/084	Election of Chair for 2026/27 Nomination received: Stephanie Smith – elected.	Cllr Smith elected as Chair.
26/085	Election of Vice Chair for 2026/27 Nominations received: Steve Keys & Chris Paxman Vote held in favour of Cllr Paxman (4 voted to 3) – elected.	Cllr Paxman elected as Vice-Chair
26/086	Acceptance of Declaration of Acceptance of Officer for Chair/Vice. Declarations Signed.	Declarations signed and accepted.

26/087	<p>Apologies Accepted.</p>	No action.
26/088	<p>Declarations of Interest Planning – Cllr Hartley</p>	Noted.
26/089	<p>Councillor ROI's Councillors advised to get updated ROI's to Officer if not already done so.</p>	Received.
26/090	<p>Police Report Chair read aloud the received police report. Council advised that unfortunately policing team not available for this meeting.</p>	No actions.
26/091	<p>Election of Committees</p> <p>1. Personnel & Finance Committee</p> <ul style="list-style-type: none"> • Cllr Paxman (Chair) • Cllr Hartley • Cllr Breed • Cllr Poucher <p>2. Events Committee</p> <ul style="list-style-type: none"> • Cllr Hartley (Chair) • Cllrs Smith • Cllr Keys • Cllr Clarkson • Cllr Simpson • Cllr Welham • Cllr Bond <p>3. Pavilion Management Committee</p> <ul style="list-style-type: none"> • Cllr Keys (Chair) • Cllr Hartley • Cllr Paxman • Cllr Smith 	No actions.

	<p>4. Allotment Committee</p> <ul style="list-style-type: none"> • Cllr Poucher (Chair) • Cllr Smith • Cllr Simpson • Cllr Keys 	
26/092	<p>Election of Representatives</p> <p>Town & Parish Liaison</p> <ul style="list-style-type: none"> • Cllr Raper • Cllr Smith <p>Ernlca District Committee</p> <ul style="list-style-type: none"> • Cllr Smith <p>Village Hall Committee</p> <ul style="list-style-type: none"> • Cllr Simpson 	No actions.
26/093	<p>Minutes of Previous Meeting</p> <p>Minutes approved.</p>	Approved.
26/094	<p>Future Meeting Date</p> <p>Wednesday 3rd June 2026 (Apols from Clarkson & Keys)</p>	Agreed.
26/095	<p>Review of Governance Documents</p> <p>Documents adopted for 2026/27.</p>	Documents adopted for 2026/27.

<p>26/096</p>	<p>Highways & Footpaths</p> <p>Cllr Raper mentioned that NELC are cleaning all road signs, advised at Town & Parish Liaison.</p> <p>Bench on Station Road fully covered – requires cutting back to reveal bench once again. Ward Cllrs advise that once foliage cut back they will enquire into getting the bench replaced with a new one.</p>	<p>No action.</p>
<p>26/097</p>	<p>Planning</p> <ol style="list-style-type: none"> DM/0257/26/ADV – Councillors discussed that these signs are to advertise building developments. No objections. DM/0182/26/FUL – No objections. 	<p>Noted comments, to submit to NELC.</p>
<p>26/098</p>	<p>NWPC Committee/Groups Updates</p> <ol style="list-style-type: none"> Events Committee advise that plans for the 20th June are going ahead. Cllr Hartley advises that needing more volunteer helpers. Thanks went to Cllr Clarke for visiting each business within the village. <p>Gazebo – purchase</p> <p>Cllr Keys will go through power available for the event.</p> Personnel & Finance Committee Chair of Personnel advises that Pension was offered to employees. <p>Committee reviewed the Internal Auditor Report, advises that committee has agreed to propose a ‘Depreciation Policy’. 10 year asset</p> 	<p>Officer to advise on FB for further village volunteers and stall holders – Agreed.</p> <p>Committee requested purchase of Gazebo for event – Agreed.</p> <p>No action.</p>

	<p>depreciation for large items and 4 years for smaller items.</p> <p>Year End figures – information wanted monthly instead of quarterly.</p> <p>Bank Mandate – Clear the bank mandate and have signatories: Officer/ Paxman/ Hartley. 2 factor authorisation is returning and will be implemented.</p> <p>Bank accounts – there are currently 3. Committee proposal to merge the 3 accounts. Possibly look at high interest account for the future. Officer to enquire with Natwest.</p> <p>3. Pav Management Committee No update – meeting arranged 13 May 2026</p> <p>4. Allotments Committee Meeting is due – 11.30am 14th May 2026</p> <p>5. Youth Council Change date to 22nd June.</p> <p>6. Friendship Group Cllr Clarkson gave update. Cllr Bond has been very innovative and getting the group interacting with each other. Show And tells have been mentioned and games are still played. Thanks went out to Cllr Bond, doing an amazing job with the group.</p> <p>7. Craft Hub Sessions have been on a few weeks now. Numbers are growing and residents are expressing thanks for the space to craft in and be with others.</p>	<p>Bank Mandate to be changed & Bankline approved for future payments – Officer to organise.</p> <p>Proposal approved to merge 3 bank accounts into one – Officer to action.</p> <p>No action.</p> <p>No action.</p> <p>No action.</p> <p>No action.</p> <p>No action.</p>
26/099	<p>Pavilion Hall & Play Area</p> <p>1. Murals Project Quote has been revised to allow for the full area, come in at £600 more than previous quote. Cllr Clarke proposed for full wall mural – agreed.</p>	<p>Approved. Cllr Clarke to liaise with artist and Officer to print letters to residents – Agreed.</p>

	<p>Letters to be posted to immediate residents imminently to get – Office to print.</p> <p>2. Book Hub The project is now available for children to use. Thanks to the Youth Council and the Community Maintenance Coordinator for putting the shed in place.</p>	
26/100	<p>Parish Council Matters</p> <p>1. Priors Green Two sessions of volunteer litter picking has taken place as arranged by Cllr Smith. Resident has also offered 2 bird boxes for the area and helped clear the area. Many thanks go out to the residents that assisted with this. New foliage is growing and resurfacing. Brambles do need constant attention to stop them re-growing again.</p> <p>It was felt that a dedicated committee would be beneficial for this area, combined with other green areas within the village.</p> <p>Proposal for Committee:</p> <ul style="list-style-type: none"> • Cllr Smith • Cllr Keys • Cllr Simpson • Cllr Breed. <p>2. NELC Quote NELC SLA Quote accepted of £2,880.00 per annum.</p>	<p>Agreed, new committee to be formed, name to be announced – Approved.</p> <p>Quote from NELC approved – Officer to advise of acceptance of SLA – Agreed.</p>
26/101	<p>Finance</p> <p>1. Internal Audit – Received, Agreed & Approved.</p> <p>2. Annual Governance Statement (AGAR) 2025/26</p>	<p>Internal audit reviewed.</p> <p>Approved & signed by Chair.</p>

	<p>3. Accounting Statement (AGAR) 2025/26</p> <p>4. Payments:</p> <ul style="list-style-type: none"> a) £328.32 Scribe 2026 Renewal Power: LGA 1972 s.111 b) £600.00 Mr. B Brooks (Internal Audit) Power: LGA 1972 s.111 c) £24.00 Mariner Computer (Laptop antivirus control) Power: LGA 1972 S.142 d) £375.00 Bella Blaze Productions (Summer event) Power: LGA 1972 S.145 e) £68.63 Office Friends (Pavilion supplies) Power: LGA 1972, s.133 f) £400.00 Andy Carr (Event Host Summer event) Power: LGA 1972 S.145 g) £438.51 Office Friends (LaserJet Toner Replacement) Power: LGA 1972 s.111 h) £45.00 Officer friends (Pavilion supplies) Power: LGA 1972, s.133 i) £29.99 Employee Reimbursement (work boots) Power: LG(FP)A 1963 	<p>Approved & signed by Chair.</p> <p>All payments received with corresponding invoice/receipt evidence approved– Accepted.</p>
<p>26/102</p>	<p>Items in progress</p> <p>1. Newsletter Spring edition published. Proposal for a stand – Agreed</p>	<p>Officer to research a 'news stand' which is to be house within hall – agreed.</p>

	<p>Proposal to reduce newsletter to twice a year (Spring & Autumn) – Agreed.</p> <p>Proposal to get newsletters delivered by volunteers or obtain quote for Royal Mail to deliver.</p> <p>2. Worknest Ongoing.</p> <p>3. Cycle Track Cllr Breed advised that currently in the 17th year of awaiting further developments with this. Concerns are still there from Cllrs with the lack of cycle tracks Station Road and Humberston Avenue. Ongoing.</p> <p>4. Flag Pole Current pole a concern, beyond repair and flooded inside. Proposal for purchase of new flag pole.</p> <p>5. Village Map / Village entrance Signs Officer mock up example design for next meeting.</p> <p>6. BMX Noticeboard Officer mock up AI example/design for next meeting.</p>	<p>Proposal approved to change newsletter to twice a year (Spring & Autumn) – Agreed. Quote to be obtained for future deliveries – Agreed.</p> <p>Ongoing.</p> <p>No action.</p> <p>Quotes for new flag pole to be obtained and shared – Agreed.</p> <p>Agreed.</p> <p>Agreed.</p>
26/103	Exclusion of Press & Public	N/A
26/104	<p>Payroll & Personnel</p> <p>Payroll information shared with Personnel & Finance Committee as per employee contracts and approved overtime.</p>	No action.

Meeting Ended: 20:48

Signed _____

Date _____