



**NEW WALTHAM**  
PARISH COUNCIL

**Clerk/ RFO/Proper Officer to the Council:**  
**Mrs. Anneka Ottewell-Barrett**

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## Notification of Meeting

### Councillors of NWPC

**You are summoned to a meeting of New Waltham Parish Council**

**On:** Wednesday 1<sup>st</sup> April 2026 **At:** 7pm

**Location:** New Waltham Pavilion Hall, St Clements Way, NW

*(Signed...A.Ottewell-Barrett, Proper Officer & RFO: 26<sup>th</sup> March 2026)*

# A G E N D A

Members of the public and press are welcome to attend. The meeting will have a period of public consultation which shall not exceed 15 minutes in total. The public can speak on items contained in the agenda below with no individual speaking for more than a maximum of 5 minutes. If a member of the public wishes to speak on other issues, if these are not scheduled Agenda items, the Council may have to carry the item and/or any action forward to the next meeting.

**\*\*PLEASE NOTE THAT THE PARISH COUNCIL HAS A FORMAL POLICY WHICH GOVERNS THE RECORDING OF ITS MEETINGS. PRIOR NOTICE MUST BE GIVEN TO THE CHAIR AND/OR CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING AND ANY RECORDING MUST ADHERE TO THE OFFICIAL POLICY ADOPTED BY THE COUNCIL. \*\***

No.	Section	Items for discussion
25/234	Apologies	To receive any apologies of absence.
25/235	Declarations of Interest Code of Conduct 2012	<ol style="list-style-type: none"><li>1) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.</li><li>2) To note dispensations given to any member of the council in respect of the agenda items listed below.</li></ol>
25/236	Minutes of Previous Meeting	<b>To approve the minutes of:</b> 11 <sup>th</sup> March 2026
25/237	Police Report	<ol style="list-style-type: none"><li>1. To receive update from local policing team.</li></ol>

25/238	Public Session:	<b>15 minutes maximum</b> for members of the public to discuss <b><u>items on the agenda only.</u></b>
25/239	Future NWPC Meeting Date:	<b>Proposed: Wednesday 6<sup>th</sup> May 2026</b> (Annual Parish Meeting & Annual Meeting of the Parish Council)
25/240	<p><b>Planning -</b> To discuss and agree on any incoming planning applications, including:</p> <p><i>(Any other applications submitted which need to be discussed at this meeting can be forwarded/discussed at Councillors' discretion after publication of agenda).</i></p>	<p><b>1. Planning Application Reference: DM/0099/26/FUL Proposal:</b> Variation of Condition 2 (Approved Plans) as granted on application DM/0005/24/FUL to remove EV elements from plans. <b>Location:</b> Land Off Station Road New Waltham</p>
25/241	Footpaths & Highways:	<p><b>1.</b> Any concerns (for information only)</p>
25/242	Community, Pavilion & Playground:	<p><b>1.</b> To further discuss proposal for extension on pavilion hall, to create meeting/store room.</p> <p><b>2.</b> Update on pavilion hall murals project.</p> <p><b>3.</b> Update on Youth Council Play Area Book Hub</p> <p><b>4.</b> To discuss proposal from Youth Council re installation of BMX noticeboard.</p>
25/243	Committee/Groups Updates & Reports	<p>To receive any updates from <b>Committees/Groups</b> and discuss/consider any requests put forward to full Council:</p> <p><b>a) Events Committee</b></p> <ol style="list-style-type: none"> <li>1. Updates</li> <li>2. Any requests/considerations for full Council</li> <li>3. Date of next meeting.</li> </ol> <p><b>b) Allotments Committee</b></p> <ol style="list-style-type: none"> <li>1. Updates</li> <li>2. Any requests/considerations for full Council:</li> <li>3. Date of next meeting.</li> </ol>

		<p>c) <b>Personnel &amp; Finance Committee</b></p> <ol style="list-style-type: none"> <li>1. Updates</li> <li>2. Any requests/ considerations for full Council, including: <ul style="list-style-type: none"> <li>• Adoption of Terms of Reference for Committee.</li> </ul> </li> <li>3. Date of next meeting.</li> </ol> <p>d) <b>Pavilion Management Committee</b></p> <ol style="list-style-type: none"> <li>1. Updates</li> <li>2. Any requests/ considerations/ information for full Council, including: <ul style="list-style-type: none"> <li>• Discuss installation of stairs</li> <li>• Discuss fencing</li> </ul> </li> <li>3. Date of next meeting.</li> </ol> <p>e) <b>Friendship Group</b></p> <ol style="list-style-type: none"> <li>1. Updates</li> <li>2. Any requests/considerations for full council.</li> </ol> <p>f) <b>Youth Council</b></p> <ol style="list-style-type: none"> <li>1. Date of next meeting</li> <li>2. Any updates</li> </ol>
25/244	Parish Council Matters	<ol style="list-style-type: none"> <li>1. To discuss any Updates on Worknest 'action list'.</li> <li>2. To discuss ongoing maintenance of Priors Green.</li> </ol>
25/245	Parish Council Finances	<ol style="list-style-type: none"> <li>1. <b>To acknowledge receipt of emailed/distributed Finance Report</b> and Clerk's monthly report (includes monthly bank reconciliation/ Cash Book update).</li> <li>2. <b>To approve/acknowledge the following scheduled payments/spends (inc VAT):</b> <i>(Evidence of spends/Invoices/Receipts distributed to all Councillors &amp; available within Financial Report).</i> <ol style="list-style-type: none"> <li>1. £80.03 - Office Friends (Pavilion supplies + First Aid replenishment) Power: LG (MP)A 1976 s.19</li> <li>2. £26.98 - First Aid Kit tamper stickers (pack of 40) Power: LG (MP)A 1976 s.19</li> <li>3. £188.56 - SSE Power Power: LG (MP)A 1976 s.19</li> <li>4. £189.99 - B&amp;Q (Shed for Book Hub). Power: PHAAA 1907 s.76(1)</li> <li>5. £33.90 - Amazon (Pavilion Supplies: Batteries &amp; Dustpans x2). Power : LG (MP)A 1976 s.19</li> </ol> </li> </ol>

		<p>6. £1.00 - NELC (Allotment rent) Power :Small holdings act 1908 s23</p> <p>7. £1295.83 - Ernllca (Annual Fee) Power : LGA 1972 s.111</p> <p>8. £240.00 – Andy Carr (Halloween Disco) Power : LGA 1972 s145</p> <p>9. £159.56 – NWPC Event Easter (Reimburse Cllr Smith) Power: LGA 1972 s145</p> <p>10. £1476 – St John Ambulance (First Aid training Employees &amp; Cllrs) Power: LGA 1972 s.111</p> <p>11. £5.00 – Pavilion Supplies (Battery) Reimburse caretaker Power: LG (MP)A 1976 s.19</p> <p>12. £100.90 – Morrisons (Lunch provided for first aid training day) Power: LGA 1972 s.111</p>
<b>25/246</b>	<b>Items in Progress</b> (previous agenda items that are ongoing).	<ol style="list-style-type: none"> <li>1. Newsletter</li> <li>2. To further discuss need for cycle track through village.</li> <li>3. To further discuss/update maintenance of village green flag pole.</li> <li>4. Further discuss village map &amp; village entrance Signs.</li> </ol>
<b>25/247</b>	<b>Exclusion of Press and Public</b>	To consider exemption of press and public under Public Bodies Admissions to Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.
<b>25/248</b>	<b>Personnel/Payroll (Confidential)</b>	To note staff wages and HMRC/NI contributions as per employee contracts.