



# NEW WALTHAM

PARISH COUNCIL

## MINUTES

### NEW WALTHAM PARISH COUNCIL MONTHLY MEETING

Held at: Pavilion Hall, New Waltham.

**Meeting Date:** Wednesday 4<sup>th</sup> February 2026

**Cllrs Present:** Cllrs, Smith (Chair), Simpson, Clarke, Poucher, Raper, Welham, Hartley, Paxman, Bond, Breed, Clarkson.

**Apologies:** Cllrs; Keys, Sandell, Hebbar

**Others in attendance:** Anneka Ottewell-Barrett (Proper Officer/Clerk/RFO)  
Ward Cllrs, Harness, Shreeve.

**Members of Public present:** 2 member(s) of the public.

Item No.	Description & Discussion	Action(s)
25/202	Apologies	Accepted.
25/203	Declarations of Interest Cllrs Clarke/ Breed – Allotments	Declared & Accepted.
25/204	Minutes of Previous Meeting	Approved.
25/205	Police Report PC Jenny and PCSO in attendance. Police report read aloud. Parking issues reported to council – email Highways and copy in Ward Cllrs.	No action.

25/206	Public Session	No actions.
25/207	<p>Future Meeting Dates</p> <p>Wednesday 4<sup>th</sup> March 2026 (Apols received from Cllrs Hartley &amp; Paxman in advance)</p>	Approved.
25/208	<p>Co-option Application</p> <p>Application received by resident.</p>	Application successful candidate co-opted via vote.
25/209	<p>Planning</p> <p>DM/0322/25/OUT</p>	Object – Clerk to submit objections.
25/210	<p>Footpaths &amp; Highways</p> <p>1. Update given on speed signs.</p>	No action.
25/211	<p>Pavilion &amp; Play Area</p> <p>1. <b>Resident concerns</b> Proposal for requested cones for residents to use.</p> <p>2. <b>Changing rooms</b> Clerk to contact builders obtain quotes and get works done.</p>	<p>Proposal denied.</p> <p>Clerk to get works done asap.</p>
25/212	<p>Committee Updates &amp; Reports</p> <p>1. Events Committee Proposal for separating the events committee and a Music festival committee.</p>	Agree – defer Music Fest to 2027 and put on a ‘village day’ smaller summer event

	<p>Proposal to delay to 2027</p> <p><b>Date of next meeting: Wed 11<sup>th</sup> Feb @ 7pm</b></p> <p>2. Allotments Committee</p> <p><b>Date of Next meeting:</b></p> <p>3. Personnel Committee</p> <p>Staff appraisals booked for 9<sup>th</sup> February 2026.</p> <p><b>Date of next meeting: 9<sup>th</sup> February 2026</b></p> <p>4. Pavilion Management Committee</p> <p>Update was given re the first PMC meeting. Included some changes that have already been implemented; plan of the building and location of smoke alarms/ fire exits. Online booking system to be used by all moving forward. Boiler has been serviced and carbon monoxide alarm installed.</p> <ul style="list-style-type: none"> <li>• Hand dryers have been requested by committee.</li> <li>• Hall repainting proposal (polycarbonate sheeting)</li> </ul> <p><b>Date of next meeting: Friday 6<sup>th</sup> February</b></p> <p>5. Friendship Group</p> <p>New members are attending, numbers are good. Request for more supplies from Council.</p> <p>3. Youth Council</p> <p>Planned for 2<sup>nd</sup> March 2026.</p>	<p><b>instead for 2026 – Agreed.</b></p> <p><b>No update given.</b></p> <p><b>No further update given.</b></p> <p><b>Accepted, Clerk to get quotes and arrange – Agreed.</b></p> <p><b>Agreed to re-paint and cover high used damage area in clear sheeting – Agreed.</b></p> <p><b>No action.</b></p> <p><b>No action</b></p>
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25/213	<p><b>Parish Council Matters</b></p> <p><b>1. Gardeners Contract</b> Tenders out for new gardening contract, new contract will include time sheets that are submitted. Include NELC quote.</p> <p>Current gardening to submit a tender to be considered.</p> <p><b>2. Proposal of new employee</b> Proposal for new village maintenance worker, to act as repair and maintenance coordinator. Proposed 5 hours a week + paid overtime.</p> <p><b>3. First Aid</b> Proposal for arrangement of course for Councillors.</p> <p><b>4. Priors Green</b> Maintenance is ongoing and shouldn't need attention until at least early Spring.</p>	<p><b>To go to tender – Approved.</b></p> <p><b>Approved – new employee advertisement for 5 hours per week (+overtime) – Agreed.</b></p> <p><b>Agreed, Clerk to arrange training – Approved.</b></p> <p><b>No action.</b></p>
25/214	<p><b>1. To acknowledge receipt of emailed/distributed Finance Report</b> and Clerk's monthly report (includes monthly bank reconciliation/ Cash Book update).</p> <p><b>2. 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></p> <p>a) <b>£183.33</b> - MES Gardening Power: Public Health Act 1936, s.260</p> <p>b) <b>£246.00</b> - South Bank Alarms (Fire Alarm Service/ repair) Power: LG(MP)A 1976 s.19</p> <p>c) <b>£128.75</b> – Office Friends (Pavilion hall supplies/ cleaning).</p>	<p>Councillors acknowledge receipt of Financial Report, Bank Rec &amp; Payments including invoice/receipt evidence – <b>All Approved.</b></p>

	<p>Power: LG(MP)A 1976 s.19</p> <p>d) <b>£156.70</b> – SSE Energy (Utilities) Power: LG(MP)A 1976 s.19</p> <p>e) <b>£77.52</b> – BT (Broadband/ Phone line) Power: LG(MP)A 1976 s.19</p>	
<b>25/215</b>	<p><b>Items in progress</b></p> <ol style="list-style-type: none"> <li>1. Newsletter</li> <li>2. Cycle Track</li> <li>3. Andys Club/ Youth Club – No update</li> <li>4. Fire Risk Assessment – Approved £250.</li> <li>5. CCTV – No update</li> <li>6. Street Art Murals</li> <li>7. Fencing – Fencing quotes to be obtained</li> <li>8. Flag Pole – Defer to Spring, weather better for maintenance.</li> <li>9. Village Map – No update.</li> <li>10. Book Hub – No update.</li> </ol>	<p><b>Submissions to Clerk end of February – Agreed.</b></p> <p><b>No update.</b></p> <p><b>No update.</b></p> <p><b>Approved, Clerk to arrange.</b></p> <p><b>No update.</b></p> <p><b>No update.</b></p> <p><b>No update.</b></p> <p><b>Defer to Spring – Agreed.</b></p> <p><b>No update.</b></p> <p><b>No update.</b></p>
<b>25/216</b>	<p><b>Exclusion of Press &amp; Public</b></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>	<b>N/A</b>
<b>25/217</b>	<p><b>Personnel/Payroll</b></p> <p>(May contain Confidential info, that cannot be minuted)</p>	<b>N/A</b>

**Meeting Ended: 20:38**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_