



# NEW WALTHAM

PARISH COUNCIL

## MINUTES

### NEW WALTHAM PARISH COUNCIL MONTHLY MEETING

Held at: Pavilion Hall, New Waltham.

**Meeting Date:** Wednesday 11<sup>th</sup> March 2026

**Cllrs Present:** Cllrs, Smith (Chair), Breed, Bond, Paxman, Simpson, Welham, Raper, Hebbar, Clarke, Sandell

**Apologies:** Cllrs; Keys, Hartley, Poucher, Clarkson.  
Ward Cllrs.

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

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

Item No.	Description & Discussion	Action(s)
25/218	Apologies	Noted.
25/219	Declarations of Interest Allotments – Cllrs Hebbar, Clarke & Breed. Personnel/ Member of staff – Cllr Simpson	Declared & Accepted.
25/220	Minutes of Previous Meeting Abstained from vote – Cllr Hebbar (as not present at last meeting)	Approved.

25/221	<p><b>Police Report</b></p> <p><b>1. Police Report</b> No report received.</p> <p><b>2. Ward Walks</b> Cllr Welham attended a ward walk with PSCO. Also patrolled Sunday football and saw no evidence of issues. Walk will be every 6 weeks, would like the walk advertised on social media. Other Councillors are welcome and encourage residents to approach. To go in the newsletter.</p>	<b>Add into Newsletter to raise awareness – Agreed.</b>
25/222	<b>Public Session</b>	<b>No actions.</b>
25/223	<p><b>Future Meeting Dates</b></p> <p>Wednesday 1<sup>st</sup> April 2026.</p>	<b>Approved.</b>
25/224	<p><b>Planning</b></p> <p><b>DM/0087/26/OUT – Land North East of Louth Road.</b> Concerns were raised by Council re the size of the development and access. Objections noted due to over development of area. Conflict with Local Plan and boundaries.</p> <p><b>DM/0048/26/FULA – 5 Holme Ave, New Waltham</b> No concerns.</p>	<p><b>Send in Objections.</b></p> <p><b>No concerns.</b></p>
25/225	<p><b>Footpaths &amp; Highways</b></p> <p><b>1. Any information/ updates</b> Concerns re parking around the Schools.</p>	<b>Article to go into Newsletter to raise awareness – Agreed.</b>
25/226	<p><b>Pavilion &amp; Play Area</b></p> <p><b>1. Worknest Update</b></p> <ul style="list-style-type: none"> <li><b>Store Room:</b> 10am Thursday 19<sup>th</sup> for store room clear out.</li> </ul>	<b>To be cleared Thursday 19<sup>th</sup> March – Approved.</b>

	<ul style="list-style-type: none"> <li>• <b>PPE:</b> Accepted.</li> <li>• <b>Policy/ Handbook:</b> Adopted</li> <li>• <b>Asbestos:</b> Proposal to accept Quote from Vanity Consultancy – proposal to hand over to Pavilion Management Committee delegated powers to further discuss and make decision.</li> </ul> <p><b>2. Gardening Tender</b> Only one bid has been received. It came in very expensive. Tender is still open until the 16<sup>th</sup> March.</p> <p><b>2. Extension Proposal</b> Create a meeting/ store room at the back of the hall. Idea wants to exploring and quote obtained. Pavilion Management Committee can take over the planning.</p> <p><b>3. Murals</b> Proposal quote to have designs mocked up with creative Start ‘enhanced quote’ of £1,350. Get some designs mocked up for public consultation.</p> <p><b>4. Noticeboard</b> Proposal for new notice board with a budget of £200. Approved.</p>	<p><b>Purchase new PPE – Approved</b></p> <p><b>Documents – adopted.</b></p> <p><b>Survey/ Quote to go Pavilion Management Committee, delegate powers – Approved.</b></p> <p><b>Clerk to enquire with Ernllca if Cllr can take over the gardening – Agreed.</b></p> <p><b>Proposal approved – PMC and Clerk to obtain quotes in readiness for Grant applications – approved.</b></p> <p><b>Quote proposed and approved.</b></p> <p><b>Purchase of new noticeboard £200 budget – approved.</b></p>
25/227	<p><b>Committee Updates &amp; Reports</b></p> <p><b>1. Events Committee</b></p> <ul style="list-style-type: none"> <li>• Summer event planned for 20<sup>th</sup> June</li> <li>• Easter event – 4<sup>th</sup> April (free fun afternoon crafts and disco)</li> </ul>	<p><b>No action.</b></p>

	<p><b>Date of next meeting: 16<sup>th</sup> March @ 11am</b></p> <p><b>2. Allotments Committee</b></p> <p>Vacant plot now taken – Clerk to forward new tenancy agreements to all plot holders and also new tenant.</p> <p>Plot 3a&amp;b plot has not been cultivated, requires letter in breach of agreement.</p> <p>Cllr Hebbar has sourced possible grant for water supply. To be further discussed.</p> <p>NWA adopted constitution on 13<sup>th</sup> December 2025 and therefore NWPC are to consider adoption also.</p> <p>Natwest Bank have also been approached and can have a community account.</p> <p><b>Date of Next meeting:</b> Monday 13<sup>th</sup> April 2026.</p> <p><b>3. Personnel Committee</b></p> <p>Two meetings have taken place. All staff appraisals have taken place.</p> <p>Staff should all have DBS – agreed.</p> <p>Pensions should be offered pensions each year.</p> <p>Proposal that Finances be added to the Personnel Committee. Committee now to be known as Personnel and Financial Committee.</p> <p><b>Date of next meeting:</b> 9<sup>th</sup> February 2026</p> <p><b>4. Pavilion Management Committee</b></p> <p>Another meeting is due Friday, nothing has been in-between. Proposal for £200 dedicated spend for committee (add to terms of ref).</p> <p><b>Date of next meeting:</b> Friday 6<sup>th</sup> February</p>	<p><b>Clerk to email out allotment agreements and create letter, Liaise with Cllr Hebbar – Agreed.</b></p> <p><b>Personnel proposed that all employees be DBS – Agreed.</b></p> <p><b>Proposal of merging Personnel Committee with a financial Committee – Agreed. (New Terms of Ref to be created).</b></p> <p><b>Proposal delegated powers for small spends – Agreed (to be added into Terms of Ref).</b></p>
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	<p><b>5. Friendship Group</b> Numbers still good. Require refreshments to be ordered.</p> <p><b>1. Youth Council</b> Another good meeting took place, children continued with their agenda items and ideas. .</p> <p><b>Book Hub</b> Clerk to source ‘Outsunny’ shed research on website. Proposal for purchase. Approved.</p> <p><b>BMX track</b> Children requested one larger sign/ noticeboard that could contain all h&amp;s information for using the track.</p> <p><b>Events</b> Priors Green nature reserve planting event/ dog show/ kids holiday craft sessions/ youth club.</p>	<p><b>Spend request to replenish refreshments – approved.</b></p> <p><b>Purchase of shed to house ‘book hub’ approved at £200 for shed – agreed.</b></p> <p><b>Proposal agreed – designs to be further discussed.</b></p>
25/228	<p><b>Parish Council Matters</b></p> <p><b>1. First Aid Training</b> Proposal for lunch – £100 budget.</p> <p><b>2. New employee</b> Position of community maintenance worker has been filled and is now in employment at 5 hours per week. Council welcomed the new addition to the team.</p> <p><b>3. Internal Audit</b> Quote Approved.</p> <p><b>4. Community Sports Activity</b> Football Fun Factory in attendance re the proposal. Weekly free sessions for children each week for 6 weeks. 2 members of staff/coaches. Tues 28<sup>th</sup> July 4.30-6 till Tues 1<sup>st</sup> September. Two spend options, £1500 for hire of inflatables each week. Could alternate</p>	<p><b>Proposal to provide lunch at training – approved £100 spend.</b></p> <p><b>Approved.</b></p>

	<p>between inflatables weeks, and without. Activities would include; football fun, tailored for all age groups and abilities. Inflatable pitch and dart board would be available for children. Multi sports available also. Ratio is 1:16 per coach. Allocate 2 coaches initially. Proposal 6 weeks at £250.</p>	<p><b>Summer activities Event Approved. + village day attendance.</b></p>
<p><b>25/229</b></p>	<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> <ul style="list-style-type: none"> <li>a) £190.23 Office Friends (H&amp;S Signs/ PPE/Stationery) Power: LG (MP)A 1976 s.19</li> <li>b) £99.80 Amazon (Fire Safe automatic door closers) Power: LG (MP)A 1976 s.19 / LGA 1972 s.133</li> <li>c) £138.00 Right Action (Fire equip inspection) Power: LGA 1972 s.133</li> <li>d) £647.97 Handy Dryers Website (hand dryers for hall) Power: LG (MP)A 1976 s.19 / LGA 1972 s.133</li> <li>e) £37.47 Office Friends (Pavilion supplies) Power: LG (MP)A 1976 s.19</li> <li>f) £130.00 On-Site PAT Testing (Hall PAT Testing) Power: LG (MP)A 1976 s.19 / LGA 1972 s.133</li> <li>g) £1525.33 Glasdon UK Ltd (New litter picker barrow) Power: Litter Act 1983, Ss 5 and 10 / LG(FP)A 1963 s5</li> <li>h) £111.90 Tulip Healthcare (Sanitary bin hire hall) Power: LG (MP)A 1976 s.19 / LGA 1972 s.133</li> <li>i) £15.48 We Print Lanyards (New Cllr ID/Lanyard) Power: LGA 1972 s.111</li> <li>j) £58.50 The Works (Craft supplies for Easter community event) Power: LGA 1972 S.145</li> <li>k) £240.00 Andy Carr Disco (Easter community event) Power: LGA 1972 S.145</li> </ul>	<p>Acknowledged and approved.</p> <p>Councillors acknowledge receipt of Financial Report, Bank Rec &amp; Payments including invoice/receipt evidence – <b>All Payments Approved.</b></p>

25/230	<p><b>Items in progress</b></p> <ol style="list-style-type: none"> <li><b>1. Priors Green</b> Councillors wish to promote as community area. Possibly allow Youth Council to take over some planning?</li> <li><b>2. Newsletter</b> Spring edition currently being created.</li> <li><b>3. Cycle Track</b> no update.</li> <li><b>4. Andys Club/ Youth Club</b> No update</li> <li><b>5. CCTV</b> No update, PMC.</li> <li><b>6. Fencing</b> Fencing quotes to be obtained</li> <li><b>7. Flag Pole</b> Defer to Spring, weather better for maintenance.</li> <li><b>8. Village Map</b> no update</li> </ol>	
25/216	<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>	N/A
25/217	<p><b>Personnel/Payroll</b></p> <p>(May contain Confidential info, that cannot be minuted)</p>	N/A

**Meeting Ended: 21:00**

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

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