



# NEW WALTHAM

PARISH COUNCIL

## MINUTES

### NEW WALTHAM PARISH COUNCIL MONTHLY MEETING

**Held at:** Pavilion Hall, New Waltham.

**Meeting Date:** 1 October 2025

Cllrs Present:	Cllrs, Smith, Keys, Clarke, Hebbar, Raper, Poucher, Breed, Hartley, Bond, Charlesworth
Apologies:	Cllr Simpson, Sandell. Ward Cllr Dawkins.
Others in attendance:	Ward Cllr Harness & Cllr Stan Shreeve
Members of Public present:	1 member(s) of the public.

Item No.	Description & Discussion	Action(s)
25/143	Apologies	Accepted.
25/144	Declarations of Interest Cllrs Breed, Clarke, Charlesworth & Hebbar (Allotments)	Accepted.
25/145	Minutes of Previous Meeting	Accepted as true record.
25/146	Police Report Incident within village of individual regarding moped speeding and a crash. Stolen moped was identified and police and 101 were contacted and attended.  PC Dan Mosley not in attendance.	No action.



25/151	<p><b>Pavilion &amp; Play Area</b></p> <p><b>1. Cycle Park</b> Quotes were distributed. Council agreed to install at maximum cost of £500 (5/6 racks). Clerk to purchase.</p> <p><b>2. Bins</b> Pencil style play are bins are on order and due approx. 15 October.</p> <p><b>3. Play Area Inspection</b> Proposal to proceed with repairs/maintenance recommended within the annual play area inspection.</p> <p><b>4. Art work on pavilion</b> This proposal was taken to a vote for and against the installation of local themed art work on the exterior of the pavilion hall. The outcome of vote was in favour of the proposal. Therefore, further investigations will go ahead.</p> <p>Panels would be preferred as not permanent.</p> <p>It was agreed that a letter to be delivered to residents within close proximity to the building for a consultation to be opened to the local community regarding this project. Social media poll can also be used to gauge the community support of such a project.</p> <p><b>5. Loop System</b> Agreed to purchase. Council agreed to purchase of £150.00.</p> <p><b>6. Resident complaint</b> Chair advised of resident complaint. Letter to be sent to complainant advising that</p>	<p>Clerk to order cycle racks - <b>Agreed.</b></p> <p><b>No action.</b></p> <p>Clerk to arrange Playdale to attend and maintain as per circulated quote – <b>Agreed.</b></p> <p>Clerk to create and distribute letter to residents outlining the proposal and how to contact with any comments, to report any feedback to Council at November meeting – <b>Agreed.</b></p> <p>Clerk to purchase and install – <b>Agreed.</b></p> <p>Clerk to send letter to resident – <b>Agreed.</b></p>

	<p>they are to contact Environmental Officer at NELC. It was mentioned that there has been no other complaints of this nature.</p> <p><b>7. Pre-loved uniform (local schools)</b> Great idea. However, storage is an issue. Nowhere to store them. However, Council very happy for hall to be utilised for the uniform sales. Chair to speak to School and update.</p> <p><b>8. Fencing</b> Quote is in for fencing via Cllr Keys. £2,400 for materials. Extra £300 green coating (paint) to match. Totals £3000 – includes new double gate for the side. Council agree purchase.</p>	<p>Chair to liaise with School and report back – <b>Agreed.</b></p> <p>Materials to be purchased. Cllr Keys to assist Clerk with purchase – <b>Agreed.</b></p>
25/152	<p><b>Committee Updates &amp; Reports</b></p> <p><b>Events Committee</b></p> <p><b>Date of next meeting:</b> TBC</p> <p><b>Allotments Committee</b></p> <p>Cllr Hebbar advised that the waiting list had been exhausted and each resident contacted 2/3 times. Only one person on waiting list responded and this individual is now an allotment holder. There is currently no waiting list.</p> <p>Spouses of two current allotment holders had asked to be added to the waiting list. Under the new TA, this was agreed. Therefore with the waiting list exhausted plots were offered to these individuals.</p> <p><b>Proposal for Council:</b> Water supply. Needing to know who the owner is of the land used for access to the allotments. Before Council vote on installation of a</p>	<p>Cllr Clarke to investigate and bring full proposal for water installation - including costs to the next meeting – <b>Agreed.</b></p>

	<p>water supply. Cllr Clarke proposed to get the trench dug and pipes laid and inspected. A stop tap must be installed. Chair requested that Cllr Clarke cost the works up and check for any grants and bring to next meeting. Land registry also must be checked.</p> <p><b>Date of Next meeting:</b> 20<sup>th</sup> October 2025, 1pm.  <b>Site Visit:</b> 25<sup>th</sup> October 2025, 10am.</p> <p><b>Friendship Group</b></p> <p>Cllr Bond (Group Lead) advises that he is attempting to organise further guest speakers to attend, film quiz and trying to get opinions of the attendees of what they wish to see within the group. Cllr Breed has agreed to do a talk on New Waltham through the years – Council very enthusiastic for this event. Council, thanked Cllr Bond for his hard work with the group.</p>	<p>Council very pleased with the groups progress and will support where needed.</p>
25/153	<p><b>Parish Council Matters</b></p> <ol style="list-style-type: none"> <li><b>Youth Council</b> First meeting to be held this coming week. Very positive incitive that is being very well supported.</li> <li><b>Priors Green</b> 3 quotes received – vote awarded contract to LJF Landscaping. Works to start as soon as possible.</li> <li><b>Resident Concerns (Path – Greenlands)</b> NWPC not claiming responsibility for the path as was installed by NELC without NWPC knowledge - this issue is going.</li> <li><b>Remembrance Sunday</b> Church service from 10.45am. To liaise with Church re final preparations. Cllr Simpson to collect Wreath.</li> <li><b>Village green</b> Posts are rotten, some are laying on the ground. Posts are sought and just need installing. Cllr Hebbar to install.</li> </ol>	<p>Clerk &amp; Chair to attend – <b>Agreed.</b></p> <p>Contract to be awarded to LJF Landscaping. Works to start – <b>Agreed.</b></p> <p>Clerk to Email resident. Issue ongoing – <b>Agreed.</b></p> <p>Clerk to liaise with Church. Cllr Simpson to collect Wreath – <b>Agreed.</b></p> <p>Cllr Hebbar to arrange replacements – <b>Agreed.</b></p>

	<p><b>6. Flying of the flag in village</b></p> <p>After resident request, Councillors agreed that the union flag will fly permanently – Agreed.</p> <p><b>7. Newsletter</b></p> <p>Articles in by end of first week of October.</p>	<p>Union flag to permanently fly on village green – <b>Agreed.</b></p> <p>All Cllrs to send to Clerk – <b>Agreed.</b></p>
25/154	<p><b>Parish Council Finance:</b></p> <ol style="list-style-type: none"> <li><b>Acknowledge receipt of clerk’s monthly report</b> – including bank reconciliation, with supporting evidence.</li> <li><b>Approve Payments as detailed within agenda &amp; distributed payments schedule/Clerk’s Report</b> (circulated to Cllrs prior to meeting, along with invoice/receipt evidence)</li> </ol> <p><b>£453.33 MES Gardening</b> <b>Village maintenance</b> (Power: Public Health Act 1875, S.164)</p> <p><b>£3,896.78 Gallaher Insurance</b> <b>Insurance Renewal</b> (Power: LGA 1972 s. 111)</p> <p><b>£559.20 Leaffield Environmental</b> <b>Purchase of Play Area bins</b> (Power: Litter Act 1983, Ss5 and 10)</p> <p><b>£19.99 Reimburse Caretaker</b> <b>Mop purchase</b> (Power: LG(MP)A 1976 s.19)</p> <p><b>£5.99 Reimburse Caretaker</b> <b>Replacement keys/blue roll dispenser</b> (Power: LG(MP)A 1976 s.19)</p> <p><b>£6.80 Card purchase</b> <b>Chair/Clerk meeting – Mrs Browns</b> (Power: LGA 1972 ss. 15(5) &amp; 34(5))</p> <p><b>£21.99 Clerk DBS Check</b> <b>Gov.uk site</b> (Power: LG(FP)A 1963 s5)</p> <p><b>£15.98 Amazon</b> <b>Dishwasher tablets for pavilion</b> (Power: LG(MP)A 1976 s.19)</p>	<p>Councillors acknowledge receipt of Clerk’s Report, Bank Rec &amp; Payments including invoice/receipt evidence – <b>All Approved.</b></p> <p>Payments - <b>Agreed.</b></p>

	<p><b>£14.44 Amazon</b>  <b>X12 Blue rolls for pavilion</b>  <b>(Power: LG(MP)A 1976 s.19)</b></p> <p><b>£1,531.25 TEC Partnership</b>  <b>Newsletter Printing (Summer edition)</b>  <b>(Power: LGA 1972 s.142 (1A))</b></p> <p><b>£328.32 Scribe</b>  <b>Scribe Bookings system</b>  <b>(Power: LGA1972 s.142)</b></p> <p><b>£81.90 Tulip Healthcare</b>  <b>Sanitary Bins at pavilion x3 months</b>  <b>(Power: LG(MP)A 1976 s.19)</b></p> <p><b>£36.00 Ernllca Training</b>  <b>HR Appraisal Skills Course</b>  <b>(Power: LGA 1972 s.111)</b></p> <p><b>£54.23 Office Friends</b>  <b>A3 Paper Order</b>  <b>(Power: LGA 1972 s.111)</b></p>	
<b>25/155</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>25/156</b>	<p><b>Personnel/Payroll</b>  (May contain Confidential info, that cannot be minuted)</p>	<b>N/A</b>

<p><b>Meeting Ended: 20.57</b></p>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Signed</b> _____</p> </div> <div style="width: 45%;"> <p><b>Date</b> _____</p> </div> </div>	
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