

Chignal Parish Council

C/O 45 Cherry Garden Road, Great Waltham, Chelmsford, Essex, CM3 1DH

Tel: 01245 360811 Email: Chignalpc@gmail.com

Clerk: Will Adshead-Grant

Chair: Lynn Ballard

Website: e-voice.org.uk/Chignal-Parish

Vice Chair: Linda Nelson

Posted Wednesday 28.04.2021

You are hereby summonsed to attend the Annual General Meeting and the Bi-Monthly Meeting of the Chignal Parish Council on Tuesday 4th May 2021 at **7.00pm** for transacting the following business.

w j adshead-grant, Clerk.

The Public and Press are cordially invited to be present. Members of the public are invited to address the Council at the Public Open Session.

This is an Online meeting due to the Coronavirus restrictions and may be recorded for accuracy of the minutes.

Join Zoom Meeting

<https://us02web.zoom.us/j/3068558948?pwd=V3R5ajVKU0VYL21ackZGZUlxUUpmQT09>

Meeting ID: 306 855 8948

Passcode: 0000

One tap mobile

+442034815237,3068558948# United Kingdom

Dial by your location.

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 306 855 8948

AGENDA

2021/258 Election of the Parish Council Chairman

2021/259 Signing of the Declaration of office by the Chairman.

2021/260 Election of the Vice-Chairman

2021/261 Chairman's Welcome

2021/262 Apologies for Absence

2021/263 Register of Declarations of Interests and any requests for dispensation

2021/264 Public Open Session for any matters that need to be drawn to the Parish Council's attention. The item does not need to be on the current agenda.

2021/265 Review and Adopt the Standing Orders – Clerk.

2021/266 Adopt the Financial regulations – Clerk.

2021/267 To confirm membership of the EALC and NALC for a year at a cost of £153.79.

2021/268 To confirm membership of RCCE and pay the subscription in June when it falls due.

2021/269 Reappoint the internal auditor – Maurice Howard.

2021/270 Review and approve the asset register.

2021/271 Review and approve the risk assessments.

2021/272 To Review and approve the Terms of Reference and Membership of the Parish Council Committees.

- a. Orchard Committee. *Members:*
- b. Staffing Committee. *Members:*
- c. Planning Committee. *Members:*

2021/273 Review representative areas of responsibility

- Litter Hollows / Copperfield Liaison
- Playing Field
- Village Hall Liaison
- Newsletter and Website
- Community Safety
- Highways (include Hedges)
- Footpaths/Bridleways
- Tree Warden
- Any additional suggestions?

2021/274 Confirmation of arrangements for insurance cover in respect of all insurable risks.

2021/275 Review of the Council's complaints procedure

2021/276 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation

2021/277 Review of the Council's policy for dealing with the press/media.

2021/278 Review of the Council's employment policies and procedures

2021/279 Planning Decisions:

1. **20/02039/FUL.** Woodfall, Chignal Road. Chignal Smealy. Two storey rear extension with a further single storey extension with balcony above. Construction of new 1 bedroom bungalow to rear of property.

Decision Pending?

2. **14/01677/FUL:** Beaumont Otes, Chignal Road, Chignal Smealy - Construction of an agricultural steel portal framed building designed as a purpose made grain storage & drying facility.

Review of tree planting to screen Beaumont Otes grain storage buildings, Chignal Road.

3. **16/01155/AG:** Land North West of Pieces Cottage, Mashbury Road, Chignal St James, Chelmsford Agricultural building for the purposes of a horticulture business

Review of provision of on-site parking and turning areas at Gardening Express.

2021/280 Planning Applications:

1. **20/00121/S73:** Land and Buildings West of Beaumont Otes Cottage, Chignal Road, Chignal Smealy. Description of works: Variation to condition 2 of permission 20/00121/FUL - (Conversion of existing buildings, including partial re-building of building G and roof alterations to buildings B, E and H, to form 8 dwellings and provide ancillary residential uses (in Building B). Construction of three detached single garages. Provision of three bin refuges, hard and soft hard landscaping, boundary treatment, car parking spaces and communal amenity spaces). Alterations to Unit 8.

Approve comments, (submitted)

2. **21/00526/FUL:** The Marin's, Mashbury Road, Chignal St James. Demolition of existing Conservatory. Single storey rear extension & single storey rear infill extension

Approve comments, (submitted)

3. **Reference: 21/00706/FUL:** Address: Woodhall House Chignal Road Chignal Smealy Chelmsford. Description of works: Construction of a single storey rear extension

4. Discuss Gardening express and recent complaints from residents in the Parish.

2021/281 County and City Councillors' Reports

- i. Essex County Councillor Report – Cllr John Aldridge
ii. Chelmsford City Councillor Report - Cllr Nicolette Chambers

2021/282 Confirmation of the minutes of the meeting of the Parish Council on 8th March 2021

2021/283 Note the Orchard sub-Committee minutes of 1st April 2021.

2021/284 Review the Accounts for 2020/2021 and the final position of the budget.

2021/285 Finance:

Account Balances:	Cheque Account	£	19,508.56
	Saving Account	£	37,618.11

Total **£ 57,126.67**

To approve Cheques to be signed and issued:

01.04.2021	100973	orchard rent - via clerk	£200.00
01.04.2021	100974	ealc annual payment	£153.79
09.04.2021	100975	clerk - april wages	£110.51
09.04.2021	100976	essex pension fund	£127.67
09.04.2021	100977	hmrc	£25.80

Total Payments £617.77

2021/286 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

2021/287 Review of the Bi-monthly bank reconciliation

2021/288 To confirm and sign the Annual Governance Statement which forms section 1 of the Annual Return for Local Councils, Internal Drainage Boards, and other smaller authorities in England for the year ended 31st March 2021.

2021/289 To adopt the Annual Accounts for the year ended 31st March 2021 – Pre-Audit and to sign the Annual Return for the year ended 31st March 2021.

2021/290 Representatives' Reports: to discuss and debate any items.

- A) Litter Hollows / Copperfield Liaison - Cllr Elwick
- Update on the Persimmon Homes development: completions, landscaping, road signs and Chignal Road/Hollow Lane's junction

- B) Playing Field - Cllr Elwick and Cllr Towns
 - Update on Information Board and car park security
- C) Village Hall Liaison - Cllr Towns
 - Progress report on construction of the storage building
- D) Newsletter and Website - Cllr Nelson
 - Chignal News: May edition
 - Progress on improving the website content.
 - Community Engagement, Enhanced Communications and media channels
- E) Community Safety – Cllr Lewis
 - Approve policy for collecting and using data from security cameras to deter fly tipping and other crimes.
 - Maintenance of the defibrillator at the Village Hall Car Park.
 - Annual Litter Pick
- F) Highways (include Hedges) - Cllr Towns
 - Consider need for a comprehensive survey of highway drainage, verge and road surface damage, road signs and road names across the parish.
 - Update on permanent extension of 40mph signs on Chignal Road, north of Hollow Lane
 - Update on proposal to restrict vehicle access to Hollow Lane.
 - Discuss actions on the incorrect road names being used in the Parish.
- G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns
 - Consider measures to promote the Countryside Code and support landowners.
- G) Tree Warden - Cllr Ballard
 - Suggestion for additional trees between Woodside and Beaumont Otes grain storage buildings
 - Dead elms on Mashbury Road between Britton’s Hall and Braddock’s.

- 2021/291 Consider local actions to mitigate the impact of climate change and improve biodiversity: report of meeting with the City Council’s Climate Change and Ecological Emergency Ambassador
- 2021/292 Update on the “Friends of Nature Park” scheme to manage access to the restored landfill site, Chignal St James
- 2021/293 Update on renovation and repairs to the Telephone Box in Chignal Smealey by BT.
- 2021/294 Discuss and explore options for a provider of online banking.
- 2021/295 Confirmation that the Cricket Ground has been confirmed as an asset of community value for the next 5 years.
- 2021/296 Items for the next Agenda

Next Monthly Meeting Monday 12th July 2021

13th September 2021,

8th November 2021.

Community Meeting to be confirmed.