

Chignal Parish Council

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

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Clerk: Will Adshead-Grant

Chair: Lynn Ballard

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

Vice Chair: Linda Nelson

Posted Tuesday 03.05.2022

You are hereby summonsed to attend the Annual General Meeting and the Bi-Monthly Meeting of the Chignal Parish Council on Monday 9th May 2021 at **7.30pm** 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.

AGENDA

Governance

2022/404 Election of the Parish Council Chairman

2022/405 Signing of the Declaration of office by the Chairman.

2022/406 Election of the Vice-Chairman

2022/407 Chairman's Welcome

2022/408 Apologies for Absence

2022/409 Register of Declarations of Interests and any requests for dispensation

2022/410 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.

2022/411 County and City Councillors' Reports

- i. Essex County Councillor Report – Cllr Mike Steel
- ii. Chelmsford City Councillor Report - Cllr Nicolette Chambers

2022/412 Confirmation of the minutes of the meeting of the Parish Council on 14th March 2022

2022/413 Note the Orchard sub-Committee minutes of 27th April 2022

2022/414 Review and Adopt the Standing Orders – Clerk.

2022/415 Adopt the Financial regulations – Clerk.

2022/416 Reappoint the internal auditor – Maurice Howard.

2022/417 Review and approve the asset register – The Clerk.

2022/418 Review and approve the risk assessments – The Clerk.

2022/419 To Review and approve the Terms of Reference and Membership of the Parish Council Committees.

- a. Orchard Committee. *Members: Cllrs Lewis and Ballard*
- b. Staffing Committee. *Members: Cllr Nelson, Towns and Ballard*

c. Planning Committee. *Members:* All members

- 2022/420 Review and confirm representative areas of responsibility
- Little Hollows / Copperfield Liaison – Currently Cllr Elwick
 - Playing Field – Currently Cllrs Elwick, Towns and Nelson
 - Village Hall Liaison – Currently Cllr Towns
 - Community Engagement – Cllrs Nelson and Stainton
 - Community Safety – Cllr Lewis
 - Highways (include Hedges) – Cllrs Ballard , Towns and Elwick
 - Footpaths/Bridleways – Cllrs Nelson and Towns
 - Tree Warden – Cllr Ballard
 - Countryside Conservation / Climate Change
 - Any additional suggestions?

2022/421 Confirmation of arrangements for insurance cover in respect of all insurable risks. Community Action Suffolk and Royal Sun Alliance.

2022/422 Review of the Council's complaints procedure

2022/423 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation

2022/424 Review of the Council's policy for dealing with the press/media.

2022/425 Review of the Council's employment policies and procedures

Planning

2022/426 Planning Decisions:

<u>Reference</u>	<u>Address</u>	<u>Status</u>
18/00001/MAS	Land North of Warren House Roxwell Road Writtle Chelmsford Essex	Pending Decision
21/01545/OUT	Land North of Warren House Roxwell Road Writtle Chelmsford Essex	Pending Consideration
22/00044/FUL	14 Clover Drive Chelmsford Essex CM1 4FT	Application Permitted
22/00276/FUL	10 Dogrose Close Chignal Chelmsford CM1 4FN	Application Permitted
22/00079/FUL	Pieces Cottage Chignal St James Chelmsford Essex CM1 4UA	Application Permitted

2022/427 Planning Applications:

- 1) **Proposed 400kV electricity transmission line:** Public Consultation from 21 April to 16 June.

Webinar on **Tuesday 10 May at 2pm** covering proposals in Chelmsford and a public exhibition on **Tuesday 25 May 11am - 5.30pm** at Writtle Village Hall.

www.nationalgrid.com/east-anglia-green

- 2) Chelmsford Local Plan Review: outcome of NW Parishes meeting on 3 May.
- 3) Chelmsford Parish Forum 17th May: attendance.
- 4) Barn conversions west of Beaumont Otes Cottage: update on enforcing conditions and new planning applications

Finance

2022/428 To confirm membership of the EALC and NALC for a year at a cost of £184.72

2022/429 To confirm membership of RCCE and pay the subscription in June when it falls due the estimate is £60.00.

2022/430 Review the Accounts for 2021/2022 and the final position of the budget. An underspend of £318.73 was recorded at the end of the year and added to reserves

2022/431 Finance:

Account Balances:

Cheque Account £ **9,671.57**

Included in figures above:

- 50% of the Precept £4,000.05
- ECC Locality Fund £1000

Orchard Account £ **1,178**

- Orchard sponsorship £120

Saving Account £ **39,449.03**

- General Reserve £21,169.72
- Cil £18,279.31
 - Committed Cil Orchard Machinery £3500
 - Community Group Meetings £120

Total £ **50,298.66**

To approve the following payments:

Date	Item	Payment Value	Budget Heading
Budget 2022-23			
10.05.2022	Cllr Lewis - CCTV project	£109.90	CILs
10.05.2022	James Botham	£1,095.00	IT & Web
10.05.2022	EALC and NALC fees	£184.72	EALC RCCE
10.05.2022	Mr S Middleditch - Orchard Tags	£89.49	Orchard
10.05.2022	RSA Insurance	£212.27	insurance
10.05.2022	HMRC PAYE - May	£37.60	salary
10.05.2022	Clerk Salary - May	£150.46	salary
10.05.2022	Bank Charges	£2.00	Bank charges
10.05.2022	Essex Pension fund - May	£145.73	salary
10.05.2022	Clerk Salary - April	£191.86	salary
10.05.2022	Essex Pension fund - April	£161.69	salary
10.05.2022	HMRC PAYE - April	£47.80	salary
		£2,428.52	

2022/432 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

The rate was £8.41 per elector in 2021-2022.

2022/433 Review of the Bi-monthly bank reconciliation

- 2022/434 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 2022.
- 2022/435 To adopt the Annual Accounts for the year ended 31st March 2022 – Pre-Audit and to sign the Annual Return for the year ended 31st March 2022.
- 2022/436 The Parish Council certifies itself as exempt from a limited assurance review:
- The Authority was in existence before the 1st of April 2018
 - There were no issues raised by the external auditor in the previous fiscal year
 - The Gross income was £18,222 which is < than the £25,000 threshold
 - The Gross Expenditure was £12,797 which is < than the £25,000 threshold
- 2022/437 Update on Clerks Annual Appraisal by the staffing committee

REPORTS AND UPDATES

- 2022/438 Representatives' Reports: to discuss and debate any items.
- A) Litter Hollows / Copperfield Liaison - Cllr Elwick
- update on landscaping, completions and signage
- B) Playing Field - Cllr Elwick and Cllr Towns
- review draft artwork for notice board
- C) Village Hall Liaison - Cllr Towns
- D) Community Engagement - Cllr Nelson
- Progress report on new website design and content.
 - Review printing and distribution of Chignal News.
- E) Community Safety – Cllr Lewis
- Security cameras: update on grant application and installation.
 - First aid training: update on course in the hall for residents to use the defibrillator etc.
- F) Highways (include Hedges) - Cllr Towns
- Village entry signs on Chignal Road: update on funding from LHP
 - Ride London: update on public meetings and road closures
- G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns
- H) Tree Warden - Cllr Ballard
- 2022/439 Countryside Conservation
- Wildlife Ponds: funding from Natural England for restoration and creation of clean water wildlife ponds capable of supporting great crested newts. www.fwageast.org.uk/ponds
- 2022/440 Queen's Platinum Jubilee celebrations
- Update on Community Picnic in the Orchard on 5th June and events in Little Hollows.
- 2022/441 Items for the next Agenda

Next meetings:

Monday 11th July 2022
Monday 12th September 2022
Monday 14th November 2022

