

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 Monday 04.07.2022

You are hereby summonsed to attend the Bi-Monthly Meeting of the Chignal Parish Council on Monday 11h July 2022 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

2022/441 Chairman's Welcome

2022/442 Apologies for Absence

2022/443 Register of Declarations of Interests and any requests for dispensation

2022/444 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.

2022/445 County and City Councillors' Reports

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

2022/446 Confirmation of the minutes of the meeting of the Parish Council on 09 05 2022

2022/447 Note the Orchard sub-Committee minutes of 06.07.2022

2022/448 Review and Adopt the Standing Orders – Clerk.

2022/449 Adopt the Financial regulations – Clerk.

2022/450 Review and approve the asset register – The Clerk.

2022/451 Review and approve the risk assessments – The Clerk.

2022/452 Review of the Council's complaints procedure– The Clerk

2022/453 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation– The Clerk

2022/454 Review of the Council's policy for dealing with the press/media. – The Clerk

2022/455 Review of the Council's employment policies and procedures– The Clerk

Planning

2022/456 Planning Decisions:

<u>Reference</u>	<u>Address</u>	<u>Type</u>	<u>Status</u>
18/00001/MAS	Land North Of Warren House Roxwell Road Writtle Chelmsford Essex	Application	Pending Decision
21/01545/OUT	Land North Of Warren House Roxwell Road Writtle Chelmsford Essex	Application	Pending Consideration
22/00549/FUL	Woodside Chignal Road Chignal Smealy Chelmsford Essex CM1 4SU	Application	Application Permitted

2022/457 Planning Applications:

1. Reference: 22/01150/FUL Address: The Old Rectory Chignal Road Chignal Smealy Chelmsford
Description of works: Single storey link extension between the house and existing garage and outbuilding
2. Reference: 22/00904/FUL Address: The Thatched Cottage Chignal Road Chignal Smealy Chelmsford
Description of works: Construction of a detached outbuilding to form an annex ancillary to the main dwelling.
3. Reference: 22/00974/FUL and 22/00975/LBC Address: Crows Farmhouse 189 Chignal Road Chelmsford CM1 2JE
Description of works: Demolish existing garage and build two storey side extension on a listed building. Oak porch canopy
4. Reference: 22/01188/FUL Address: Stevens Lodge Mashbury Road Chignal St James Chelmsford
Description of works: Single storey side orangery extension. Alterations to existing fenestration

2022/458 Update on the National Grid East Anglia Green Consultation

2022/459 Chelmsford Local Plan Review

Issues and options – public consultation deferred to mid July – September 2022

2022/460 Update on the Conversion of barns west of Beaumont Otes

Finance

2022/461 Finance:

Account Balances:

Cheque Account £ **6,740.64**

Included in figures above:

Orchard Account £2,012.71

Saving Account £ **39,452.06**

- Interest Payment £2.97 to move to current account
- General Reserve £21,094
- Cil £18,279.31
 - Community Group Meetings £120

Total **£ 46,192.70**

To approve the following payments:

Date	Item	Payment Value	Budget Heading
Budget 2022-23			
11.07.2022	Cllr Lewis - Orchard parts	£9.95	Orchard
11.07.2022	Cllr Lewis-Tea & Coffee- Community event	£9.67	Reserve
11.07.2022	HMRC - PAYE	£38.60	salary
11.07.2022	Essex Pension Fund - Clerk Pension	£147.31	salary
11.07.2022	Clerk - Wages - July	£160.88	salary
11.07.2022	Parishioner Expenses for Jubilee	£19.20	Reserve
11.07.2022	Parishioner Expenses for Jubilee	£397.66	Reserve
11.07.2022	Internal Auditor Cost	£125.00	Auditors Internal
		£908.27	

2022/462 Review of the Bi-monthly bank reconciliation

2022/463 Update on the Current Budget performance 2022-2023

Budget Heading	Staff Costs	All Other Payments											Total Precept Expenses
	salary	Expenses	training	IT & Web	insurance	EALC RCCE	Auditors Internal	Play field Maintenance	Bank charges	Hall hire	newsletter	S137-Grants	
	£4,000	£200	£200	£500	£300	£220	£440	£700	£30	£500	£750	£160	£8,000
Spent	£1,089	£11	£0	£1,095	£212	£185	£0	£211	£6	£70	£0	£0	£2,875
Forecast Spend	£3,267	£32	£0	£0	£0	£0	£180	£200	£18	£200	£750	£0	£4,648
Forecast Balance	-£356	£157	£200	-£595	£88	£35	£260	£289	£6	£230	£0	£160	£478

2022/464 Discuss the Internal Auditors Report – The Clerk

REPORTS AND UPDATES

2022/465 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
- B) Playing Field - Cllr Elwick and Cllr Towns
- C) Village Hall Liaison - Cllr Towns
- D) Community Engagement - Cllr Nelson and Cllr Stainton
 - New parish Website Presentation
 - Newsletter Update on format and distribution
- E) Community Safety – Cllr Lewis
 - First Aid Course
 - Update on Cameras and warning signs

- F) Highways (include Hedges) - Cllr Towns, Cllr Ballard and Cllr Elwick
- ECC Members Led Carriageway Pothole Repairs Programme : Nominations
 - Overhanging Roadside Hedges
- G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns
- H) Tree Warden - Cllr Ballard
- I) Countryside Conservation - Cllr Ballard, Cllr Lewis, Cllr Nelson and Cllr Stainton
- Management of The Green
 - Meeting with Chelmsford City Council Parks and Green spaces to discuss grass cutting regime and tree care.

2022/466 Cil Applications

- Grant Application request for the Parish Council to purchase a mower to manage areas of the playing field not cut by the contractor i.e., the croquet courts, football goal, around the gazebo, car park edges and along the roadside edge. Guide line cost of £4,000

2022/467 Items for the next Agenda

Next meetings:

Monday 12th September 2022

Monday 14th November 2022