**Chignal Parish Council**

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

Tel: 01245 360811 Email: [Chignalpc@gmail.com](mailto:Chignalpc@gmail.com)

Clerk: Will Adshead-Grant Chair: Lynn Ballard

Website: e-voice.org.uk/Chignal-Parish Vice Chair: Linda Nelson



**Posted**

You are hereby summonsed to attend the Annual General Meeting and the Bi-Monthly Meeting of the Chignal Parish Council on Monday 15th May 2023 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**

**All members must sign an acceptance of office form.**

2023/549 Election of the Parish Council Chairman

2023/550 Signing of the Declaration of office by the Chairman.

2023/551 Election of the Vice-Chairman

2023/552 Chairman’s Welcome

2023/553 Apologies for Absence

2023/554 Review and Adopt the Standing Orders – Clerk.

2023/555 Adopt the Financial regulations – Clerk.

2023/556 Reappoint the internal auditor.

2023/557 Review of the Council’s complaints procedure

2023/558 Review of the Council’s policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation– The Clerk

2023/559 Review of the Council’s policy for dealing with the press/media. – The Clerk

2023/560Review of the Council’s employment policies and procedures– The Clerk

2023/561 Review and approve the asset register – The Clerk.

2023/562 Review and approve the risk assessments – The Clerk.

2023/563 To Review and approve the Terms of Reference and Membership of the Parish Council Committees.

* + 1. Orchard Committee. Members: Cllrs Lewis and Ballard
    2. Staffing Committee. Members: Cllr Nelson, Towns and Ballard
    3. Planning Committee. Members: All members

2023/564Review 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

2023/565 Confirmation of arrangements for insurance cover in respect of all insurable risks.

Community Action Suffolk and Royal Sun Alliance.

2023/566 The Parish Council confirms it meets the eligibility to meet the criteria for the General Power of Competence (“the power to do anything that individuals generally may do” as long as they don’t break other laws. It is a ‘power of first resort’; this means that when searching for a power to act, the first question you ask is whether you can use GPC”).

1. Elected Councillors  
At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

2. A Qualified Clerk  
The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.

2023/567 Review of the Council’s and/or staff subscriptions to other bodies.

N.A.L.C / E.A.L.C and R.C.C.E.

2023/568 Review of the Council’s employment policies and procedures.

2023/569 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

2023/570 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

2023/571 Confirmation of the minutes of the meeting of the Parish Council held on 13th March 2023

2023/572 Note the Orchard sub-Committee minutes of 10th May 2023

2023/573 Register of Declarations of Interests and any requests for dispensation

All members must sign a register of interest form and submit it to the Parish Clerk.

2023/574 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.

2023/575 County and City Councillors’ Reports

* + 1. Essex County Councillor Report – Cllr Mike Steel
    2. Chelmsford City Councillor Report - Cllr Nicolette Chambers

**Planning**

2022/576 Planning Decisions:

|  |  |  |
| --- | --- | --- |
| [Reference](https://publicaccess.chelmsford.gov.uk/online-applications/registered/trackedApplication.do?action=display&orderBy=caseNo&orderDirection=ascending) | [Address](https://publicaccess.chelmsford.gov.uk/online-applications/registered/trackedApplication.do?action=display&orderBy=address&orderDirection=ascending) | [Status](https://publicaccess.chelmsford.gov.uk/online-applications/registered/trackedApplication.do?action=display&orderBy=status&orderDirection=ascending) |
| 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 |
| 22/02256/FUL | 2 Ivy Cottages Mashbury Road Chignal St James Chelmsford Essex CM1 4TP | Application Refused |
| 23/00407/FUL | Holly Spring Mashbury Road Chignal St James Chelmsford Essex CM1 4TW | Application Permitted |

2022/577 Planning Applications:

1. National Grid, East Anglia Green. Planning for new energy infrastructure: revisions to National Policy Statements - GOV.UK – consultation ends 25th May 2023

<https://www.gov.uk/government/consultations/planning-for-new-energy-infrastructure-revisions-to-national-policy-statements>

1. Barns west of Beaumont Otes Cottage: update

Planning application: 23/00651/FUL Detached garage.

1. 2 Whitelead Cottages, Mashbury Road, Chignal Smealy, Chelmsford CM1 4TD

Approve comments.

**Finance**

2023/578 To confirm membership of the EALC and NALC for a year at a cost of £184.72

2023/579 To confirm membership of RCCE and pay the subscription in June when it falls due the estimate is £60.00.

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2023/580 Review the Accounts for 2022/2023 and the final position of the budget.

An underspend of £674 was recorded at the end of the year and added to reserves. This is 8% below budget.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Staff Costs** |  | **All Other Payments** | | | | | | | | | | |  | |  | |
| **Budget Heading** | **salary** | **Expenses** | **training** | **IT & Web** | **insurance** | **EALC RCCE** | **Auditors Internal** | **Play field Maintenance** | **Bank charges** | **Hall hire** | **newsletter** | **S137-Grants** | **Total Precept Expenses** | |  | |
|  | **£4,000** | **£200** | **£200** | **£500** | **£300** | **£220** | **£440** | **£700** | **£30** | **£500** | **£750** | **£160** | **£8,000** | |  | |
| Spent | £4,757 | £23 | £0 | £1,095 | £212 | £185 | £125 | £403 | £26 | £500 | £0 | £0 | £7,326 | |  | |
| End of Year | -£757 | £177 | £200 | -£595 | £88 | £35 | £315 | £297 | £4 | £0 | £750 | £160 | £674 | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  | Underspend | £674 | |  | |
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2023/581 Note an overpayment by the Clerk to the Essex Pension Fund in March £153.65. Agreement from Essex Pension fund to set against May 2023 payment. Due to the new pension year an additional payment of £4.46 is required.

2023/582 Finance:

Account Balances:

**Cheque Account** £ 8,593.04

Included in figures above:

Precept £4,050.00

Interest £51.88

**Orchard Account** £ **1,575.34**

**Saving Account** £ **41,856.54**

* General Reserve £21,516.46
* Cil £20,340.08

**Total £ 50,451**

To approve the following payments:

*TO FOLLOW*

2023/583 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 £8.82 per elector in 2022-2023.

2023/584 Review of the Bi-monthly bank reconciliation

2023/585 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 2023.

2023/586 To adopt the Annual Accounts for the year ended 31st March 2023 – Pre-Audit and to sign the Annual Return for the year ended 31st March 2023.

2023/587 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 £14,717 which is < than the £25,000 threshold
* The Gross Expenditure was £12,946 which is < than the £25,000 threshold

2023/588 Update on Clerks Annual Appraisal by the staffing committee

2023**/**589King’s Coronation: review of community event.

**REPORTS AND UPDATES**

2023/590 Representatives’ Reports: to discuss and debate any items.

1. Litter Hollows / Copperfield Liaison - Cllr Elwick

* update on landscaping, completions and signage

1. Playing Field - Cllr Elwick and Cllr Towns

* review quotes

1. Village Hall Liaison - Cllr Towns
2. Community Engagement - Cllr Nelson
   * Progress report on new website design and content.
   * Update on Community Laptop and printer
3. Community Safety – Cllr Lewis
   * Renewal of defrib parts
4. 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
5. ​Footpaths/Bridleways – Cllr Nelson and Cllr Towns
6. Tree Warden - Cllr Ballard

2023/591 Countryside Conservation

2023/592 Items for the next Agenda

**Next meetings:**

**Monday 10th July 2023 Monthly Meeting**

**Monday 11th September 2023 Monthly Meeting**

**Monday 13th November 2023 Monthly Meeting**

**Monday January 2024 Monthly Meeting**

**Monday March 2024 Monthly Meeting**

**Monday March 2024 Annual Parish Meeting**

**Monday May 2024 Monthly Meeting**