

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 : Monday 03rd July 2023

You are hereby summonsed to attend the Bi-Monthly Meeting of the Chignal Parish Council on Monday 10th July 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

2023/593 Chairman's Welcome

2023/594 Apologies for Absence

2023/595 Confirmation of the minutes of the AGM and meeting of the Parish Council held on 15th May 2023.

2023/596 Note the Orchard sub-Committee minutes held of 28th June 2023

2023/597 Register of Declarations of Interests and any requests for dispensation

2023/598 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.

2023/599 County and City Councillors' Reports

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

Planning

2022/600 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

2022/601 Planning Updates::

1. National Grid's East Anglia Green scheme now renamed 'Norwich to Tilbury' (part of The Great Grid Upgrade).
Second public consultation expected in the summer. The Electricity Systems Operator (ESO) is conducting a 'Study' to assess objectively the options for Norwich to Tilbury and other proposed network reinforcements across East Anglia, including the costs and deliverability of the different options.
2. Kilnfield Barns development: update

2022/602 Planning Applications:

- 1) Reference: 23/00981/FUL
Address: Hillcroft Chignal Road Chignal Smealy Chelmsford
Description of works: Demolition of existing conservatory. Proposed single storey side and two storey rear extension with 2 new dormers.
- 2) Reference: 23/00972/FUL
Address: Woodhall Farm Chignal Road Chignal Smealy Chelmsford
Description of works: Retrospective application for installation of access track with demolition of redundant garages.
- 3) Reference: 23/00567/FUL
Address: The Willows Mashbury Road Chignal St James Chelmsford
Description of works: Proposed Cart lodge
- 4) Reference: 23/00930/FUL
Address: 2 Ivy Cottages Mashbury Road Chignal St James Chelmsford
Description of works: Replacement Dwelling and detached garage

Finance

2023/603 Review the Accounts for 2023/2024.

Budget Heading	Staff Costs			All Other Payments										Total Expenses	Orchard	CILs	Reserve
	salary	Expenses	training	Community link a	Emergency Plann	IT & Web	insurance	EALC RCCE	Auditors Internal	Play field Maintenance	Bank charges	Hall hire	Publications				
	£5,000	£100	£300	£300	£300	£1,250	£260	£200	£200	£700	£30	£500	£200	£9,340	£1,775.34	£20,340.08	£21,516.48
Spent	£590	£0	£0	£0	£0	£0	£0	£0	£0	£0	£4	£120	£0	£714	£200.00	£4,268.49	£144.31
Forecast spend	£3,538	£50	£0	£300	£100	£0	£180	£200	£140	£400	£20	£300	£0	£5,228		£3,000	
Balance	£872	£50	£300	£0	£200	£1,250	£80	£0	£60	£300	£6	£80	£200	£3,398	£1,575.34	£13,071.59	£21,372.17

2023/604 Finance:

Account Balances:

Cheque Account £ **13,356.64**

Included in figures above:

Precept £4,050.00

Interest £51.88

Orchard Account £ **1,575.34** (Included in cheque account)

Saving Account £ **37,588.05**

- General Reserve £21,516.46
- Cil £16,071.59

Total £ **50,944.69**

To approve the following payments:

Item	Payment Value	Budget Heading
Clerk- Printer & Laptop	£908.49	CILs
Sit on mower	£2,700.00	CILs
Clerk- Defib parts	£91.74	Reserve
HMRC	£42.60	salary
ESSEX PENSION FUND	£158.11	SALARY
CLERK -June	£171.06	SALARY
EALC	£202.35	EALC RCCE
Internal Auditor	£125.00	Auditors Internal
Clerk - July	£170.86	salary
HMRC	£42.80	salary
ESSEX PENSION FUND	£158.11	SALARY
	£6,489.12	

2023/605 Review of the Bi-monthly bank reconciliation

2023/606 Internal Audit report on 2022/2023.

Items Raised by the 2022/2023 Audit 1. The reserves of the Council are still very high and it is suggested that advice could be taken regarding undertaking projects for the benefit of the parish 2. Even though the value of VAT to be re-claimed is not large, providing the HMRC guidelines are followed, it would be a good idea to try and make a claim every year

2023/607 Update on Clerks Annual Appraisal by the staffing committee

REPORTS AND UPDATES

2023/608 Representatives' Reports: to discuss and debate any items.

- Litter Hollows / Copperfield Liaison - Cllr Elwick
- Playing Field - Cllr Elwick and Cllr Towns
- Village Hall Liaison - Cllr Towns
- Community Engagement - Cllr Nelson
 - update on parish website and
 - publication of the next edition of Chignal News.
 - Compile list of residents requiring a printed newsletter.
 - Installation and use of the community laptop and printer
- Community Safety – Cllr Lewis
 - consider options for siting and managing a Defibrillator in Chignal Smealey.
- Highways (include Hedges) - Cllr Towns
 - Village entry signs on Chignal Road: update on funding from LHP
 - Consider candidates for the ECC Member-led pothole repair scheme.

- Road safety issues: parking outside Gardening Express and overhanging road-side hedges.

- Footpaths/Bridleways – Cllr Nelson and Cllr Towns

- Tree Warden - Cllr Ballard

2023/609 Countryside Conservation

report on local measures taken to address the ecological emergency and climate change actions identified at the Chignal Community Meeting in October 2021.

2023/610 Cil Application

- Community Defibrillator.
- Confirmation that Lawn mower received and in use by Croquet club.

2023/611 Items for the next Agenda

Next meetings:

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