

# **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](http://e-voice.org.uk/Chignal-Parish)

Vice Chair: Linda Nelson

## **Posted : 05 09 2023**

You are hereby summonsed to attend the Bi-Monthly Meeting of the Chignal Parish Council on Monday 11<sup>th</sup> September 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**

2023/612      Chairman's Welcome

2023/613      Apologies for Absence

2023/614      Register of Declarations of Interests and any requests for dispensation

2023/615      Confirmation of the minutes of the AGM and meeting of the Parish Council held on 10<sup>th</sup> July 2023.

2023/616      Note the Orchard sub-Committee minutes of 6<sup>th</sup> September 2023.

2023/617      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.

2023/618      County and City Councillors' Reports

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

### **Planning**

2023/619      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
23/01092/FUL	The Three Elms Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ	Pending Consideration
23/00981/FUL	Hillcroft Chignal Road Chignal Smealy Chelmsford Essex CM1 4SU	Application Permitted
23/00567/FUL	The Willows Mashbury Road Chignal St James Chelmsford Essex CM1 4TX	Application Permitted
23/00972/FUL	Woodhall Farm Chignal Road Chignal Smealy Chelmsford Essex CM1 4SU	Pending Consideration

23/00930/FUL	2 Ivy Cottages Mashbury Road Chignal St James Chelmsford Essex CM1 4TP	Application Permitted
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2023/620 Planning Updates:

- National Grid's 'Norwich to Tilbury' consultation  
Report on responses submitted by Chignal Parish Council and the NW & SW Chelmsford Parishes Group.

2023/621 Planning Applications:

- Reference: **23/01092/FUL** .  
**The Three Elms Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ.** Demolition of contemporary rear sections of former public house and detached stores. Construction of an extension for office use. Change of use of the first floor to a one bedroom flat. Alteration of rear section of existing roof from hip to gable.

Finance

2023/622 Review the Accounts for 2023/2024.

Budget Heading	Staff Cost	Expenses	training	Community Ink and paper	Emergency Planning	IT & Web	insurance	EALC RCCE	Auditors Internal	Play field Maintenance	Bank charges	Hall hire	Publications	Total Expenses	Orchard	CILs	Reserve
	£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	£1,333.23	£0.00	£0.00	£0.00	£0.00	£0.00	£467.05	£202.35	£125.00	£384.00	£8.00	£180.00	£0.00	£2,699.63	£200.00	£4,268.49	£236.05
Forecast	£2,666.46	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£16.00	£360.00	£0.00	£2,666.46	£30.00	£0.00	0
Balance	£1,000.31	£70.00	£300.00	£300.00	£300.00	£1,250.00	-£207.05	-£2.35	£75.00	£116.00	£6.00	-£40.00	£200.00	£3,973.91	£1,575.34	£20,731.59	£21,280.43
Underspend -Budget	£3,973.91																
Underspend 'precept'	£2,733.91																

2023/623 Finance:

Account Balances:

**Cheque Account**           £           **11,278.96**

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

**Saving Account**           £           **37,588.05**

- General Reserve                                   £21,280.43
- Cil                                                       £20,731.59       Total £42,012.02

**Total £ 48,867.01**

To approve the following payments:

Date	Item	Payment Value	Budget Heading
27.07.2023	Insurance	£467.05	insurance
27.07.2023	Taylor Agricultural	£384.00	Play field Maintenance
27.07.2023	Chignal & Mashbury Village Hall	£60.00	Council Meeting hall hire
01.07.2023	Bank Charges	£2.00	Bank charges
12.09.2023	Clerk Salary (AuG)	£191.42	salary
12.09.2023	Clerk Salary (Sept)	£174.97	salary
12.09.2023	HMRC	£47.80	salary
12.09.2023	HMRC	£43.80	salary
12.09.2023	DM Payroll	£60.00	salary
12.09.2023	Essex Pension Fund (Aug)	£166.42	salary
12.09.2023	Essex Pension Fund (Sept)	159.77	salary

**Totals £1757.23**

2023/624 Review of the Bi-monthly bank reconciliation

2023/625 Agree a date for a budget review for the 2024-2025 Parish Precept.

### **REPORTS AND UPDATES**

2023/626 Bus Network Consultation 2023 - Essex County Council - Citizen Space  
<https://consultations.essex.gov.uk/iptu/2023/>

2023/627 Chignal Community Meeting: Saturday 11<sup>th</sup> November, 09.30 – 12.30: possible topics:

- Community facilities, activities and events: suggestions for sustainable project ideas that could be supported from the PC's CIL funds and reserves, (in line with Parish Plan objectives).
- Community communications: making the most of the new website and future of Chignal News.
- Community resilience/emergency plans update: Karen Buttress, City Council  
Community Safety Lead Officer

2023/628 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
  - Community laptop – setup but no software need to purchase appropriate software
  - Community printer not yet installed – needs setup

- update on parish website launch and publication of the next edition of Chignal News.
- Community Safety – Cllr Lewis
  - update on options for siting and managing a Defibrillator in Chignal Smealey.
- Highways (include Hedges) - Cllr Towns
  - Update on LHP funding for village entry gates and validation for steps to the community orchard.
  - Update on ECC Member-led pothole repair scheme.
  - Update on Road Safety issues: parking outside Gardening Express; run-off from pond at Hardoak.
- Footpaths/Bridleways – Cllr Nelson and Cllr Towns
- Tree Warden - Cllr Ballard
- Countryside Conservation.

2023/629      Cil Application

- **Mower for croquet club repairs under warranty requested.**

2023/630      Items for the next Agenda

**Next meetings:**

<b>Monday 13<sup>th</sup> November 2023</b>	<b>Monthly Meeting</b>
<b>Monday January 2024</b>	<b>Monthly Meeting</b>
<b>Monday March 2024</b>	<b>Monthly Meeting</b>
<b>Monday March 2024</b>	<b>Annual Parish Meeting</b>
<b>Monday May 2024</b>	<b>Monthly Meeting</b>