

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: 03.07.2024

You are hereby summonsed to attend the Bi-Monthly Meeting of the Chignal Parish Council on Monday 8th July 2024 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.

2024/734 Chair's Welcome.

2024/735 Apologies for Absence.

2024/736 Confirmation of the minutes of the meeting of the Parish Council held on 13th May 2024.

2024/737 Note the minutes of the Orchard subcommittee held on 2nd July 2024.

2024/738 Declarations of Interests and any requests for dispensation.

2024/739 Public Open Session for any matters that need to be drawn to the Parish Council's attention.
(The items do not need to be on the current agenda).

2024/740 County and City Councillors' Reports.

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

2024/741 Planning.

Consultations.

- **National Grid Electricity Transmission (NG-ET), Norwich to Tilbury:** third (statutory) consultation, Deadline extended to 26th July 2024. Approve Parish Council response:
www.nationalgrid.com/norwich-to-tilbury
 - Approve the contribution of £150 towards towards the cost of the landscape scoping report by Alison Farmer Associates commissioned by the NW/SW Chelmsford parishes group.
- **Chelmsford Local Plan Review: Preferred Options and Integrated Impact Assessment.** Summary of the responses submitted by Chignal Parish Council and by the Northwest Parishes Group

Planning Applications.

1. Reference: 24/00849/LBC

Address: Office Stevens Farm Mashbury Road Chignal St James
Description of works: Installation of PV panels on roof of barn

2. Reference: 24/00848/FUL

Address: Office Stevens Farm Mashbury Road Chignal St James
Description of works: Installation of PV panels on roof of barn.

Decisions by Chelmsford City Council Planning:

24/00399/FUL	Kilnfield Barns Chignal Road Chignal Smealy Chelmsford Essex	Application Permitted
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2024/742 Implementation of Community projects:

2024/743 Community Infrastructure Levy (CIL):

consider applications for funding community projects.

- Approval of purchase of pop-up Gazebos for the Village Fete and other community uses.

2024/744 Chignal Welcome/Information booklet:

Update from meeting with designer.

Finance

2024/745 Review the Accounts for 2024/2025 and the current position of the budget.

Budget Heading	Staff Costs			All Other Payments											Reserves			
	salary	Pension	Paye	Expenses	training	Community link a	Emergency Plann	IT & Web	insurance	EALC RCCE	Auditors internal	Play field Maintenance	Bank charges	Hall hire	Total Expenses	Cils	Reserve	Orchard
	£3,500.00	£1,000.00	£500.00	£100.00	£0.00	£0.00	£0.00	£250.00	£600.00	£300.00	£300.00	£700.00	£30.00	£500.00	£7,780	£15,059.34	£20,993.23	£1,380.80
Spent	£913	£698	£185	£0	£0	£0	£0	£0	£519	£220	£0	£288	£0	£90	£2,913	£1,892	£0	£200
Forecast spend	£761	£582	£154	£100	£0	£0	£0	£50	£0	£80	£250	£200	£20	£75	£2,272	4000	£0	0
Balance	£1,827	£-280	£161	£0	£0	£0	£0	£200	£81	£-0	£50	£212	£10	£335	£2,595	£9,167	£20,993	£1,181

2024/746 Finance:

Account Balances:

Cheque Account £ 5,461.70

Included in figures above:

Interest 3rd June @ 1.5% £ 164.90

Orchard Account £ 1,180.80

Saving Account £ 44,257.46

- General Reserve £20,993
- Cil £13,167
- Earmarked Reserves £10,097

Total £ 51,750.55

2024/747 To consider investment opportunities to take advantage of higher interest rates. Discuss opening a CCLA – Public Sector deposit fund at 5.22% with a risk factor of 1 – Very low risk. Minimum account opening sum is £25,000 with interest paid monthly. (see Fund Fact Sheet).

2024/748 Payments for approval.

To approve the following payments:

Payment to	Description	Budget Column	Cost
Cllr Lewis	Defib parts	Reserves	£92.94
Taylor Agricultural	Cutting playing field	Play field maintenance	£288.00
Essex Pension Fund	Pension (July)	pension	£174.48

Clerks Salary	Salary (July)	Salary	£185.00
HMRC	Paye (July)	paye	£46.20
Clerks Salary	Salary (June)	Salary	£191.30
Essex Pension Fund	Pension (June)	Pension	£174.48
HMRC	PAYE (June)	paye	£46.20
Auditor	Audits	Internal Audit	£125.00
		Total	£1,363.60

2024/749 Review of the Bi-monthly bank reconciliation.

2024/750 Discuss the Internal Auditors report and note the recommendations.

1. The reserves are very high at £26303.00, for a Council precepting £8100.00. The Council should consider earmarking monies for projects and agreeing an investment policy. Regarding the CIL monies received, the Council needs to be particularly careful that amounts paid do not expire and have to be handed back.

2. An Internal Financial Control document should be investigated.

3. 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.

REPORTS AND UPDATES.

2024/751 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
- Update from CCC enforcement.
- B) Village Hall Liaison - Cllr Towns
- C) Community Engagement - Cllr Nelson and Cllr Stainton
- Update on access to the Community Laptop and printer.
 - Storage options for the equipment in the Village Hall.
 - Consider the options to purchase an A3 Laminator.
 - Parish Website- feedback on training.
 - Chignal News – agree timetable for the electronic newsletter.
 - The setting up of .gov.uk e-mails.
 - Digital changeover of phonelines.
- D) Community Safety – Cllr Lewis
- Defibrillator in Chignal Smealey – update on options and managing.
 - Clockstock Festival – Review of the event.
 - Essex International Scout and Guide Jamboree – 27th July to 3rd August.
- E) Highways (include Hedges) - Cllr Towns
- Village entry signs on Chignal Road: update on funding from LHP
 - Update on white finger post sign reinstatement at Hollow Lane junction.
- F) Countryside conservation. – Cllr Lewis.
- Essex Local Nature recovery strategy - update.

2024/752 Items for the next Agenda

Next meetings:

Monday 09 th September 2024	Bi-Monthly Meeting.
Monday 11 th November 2024	Bi-Monthly Meeting.
Monday 13 th January 2025	Bi-Monthly Meeting.

Monday 10th March 2025
Monday 12th May 2025

Annual Parish Meeting and Bi-Monthly Meeting.
Annual General Meeting and Bi-Monthly Meeting.