**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 13th May 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.

**Annual General Meeting.**

**Governance**

2024/696 Election of the Parish Council Chairman

2024/697 Signing of the Declaration of office by the Chairman.

2024/698 Election of the Vice-Chairman

2024/699 Chairman’s Welcome

2024/700 Apologies for Absence

2024/701 Review and Adopt the Standing Orders – Clerk.

2024/702 Adopt the Financial regulations – Clerk.

2024/703 Reappoint the internal auditor– Clerk..

2024/704 Review of the Council’s complaints procedure– Clerk.

2024/705 Review of the Council’s policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation– The Clerk

2024/706 Review of the Council’s policy for dealing with the press/media. – The Clerk

2024/707Review of the Council’s employment policies and procedures– The Clerk

2024/708 Review and approve the asset register – The Clerk.

2024/709 Review and approve the risk assessments – The Clerk.

2024/710 To Review and approve the Terms of Reference and Membership of the Parish Council Committees– Clerk..

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

2024/711Review and confirm representative areas of responsibility and any changes – Clerk.

* Little Hollows / Copperfield Liaison – *Current Member Cllr Elwick.*
* Playing Field – *Current Members* *Cllrs Elwick, Towns and Nelson.*
* Village Hall Liaison – *Current Member Cllr Towns.*
* Community Engagement – *Current Members* *Cllrs Nelson and Stainton.*
* Community Safety – *Current Member* *Cllr Lewis.*
* Highways (include Hedges) – *Current Members* *Cllrs Ballard , Towns and Elwick.*
* Footpaths/Bridleways –  *Current Members* C*llrs Nelson and Towns.*
* Tree Warden – *Current Member* *Cllr Ballard.*
* Countryside Conservation / Climate Change *Current Members Cllr Ballard and Lewis.*

2024/712 Confirmation of arrangements for insurance cover in respect of all insurable risks– Clerk..

* Community Action Suffolk and Royal Sun Alliance.
* Current premium is £467.05.

2024/713 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.

2024/714 Review of the Council’s and/or staff subscriptions to other bodies– Clerk.

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

2024/715 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence– Clerk.

The Department for Levelling Up, Housing and Communities advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2023-24 is £9.93.

2024/716 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council– Clerk..

Monday 08th July 2024 Bi-Monthly Meeting

Monday 09th September 2024 Bi-Monthly Meeting

Monday 11th November 2024 Bi-Monthly Meeting

Monday 13th January 2025 Bi-Monthly Meeting

Monday 10th March 2025 Annual Parish Meeting and Bi-Monthly Meeting

Monday 12th May 2025 Annual General Meeting and Bi-Monthly Meeting

**Ordinary Meeting**

2024/717 Confirmation of the minutes of the meeting of the Parish Council held on 11th March 2024.

2024/718 Declarations of Interests and any requests for dispensation.

2024/719 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.

2024/720 County and City Councillors’ Reports.

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

2024/721 Planning

Consultations

* **National Grid Electricity Transmission (NG-ET), Norwich to Tilbury**: third (statutory) consultation, 10 April to 18 June 2024. Consider draft Parish Council response: [www.nationalgrid.com/norwich-to-tilbury](http://www.nationalgrid.com/norwich-to-tilbury)
* **Chelmsford Local Plan Review:** **Preferred Options and supporting Integrated Impact Assessment.** The City Council Policy Board meeting on **14 March 2024** [considered the Preferred Options document and supporting Integrated Impact Assessment](https://www.chelmsford.gov.uk/media/ggybslis/item-5-chelmsford-local-plan-preferred-options-consultation-documents.pdf). Six weeks of public consultation is expected to start in early May

Planning Applications

* **Ref. No: 21/01545/OUT Land North Of Warren House Roxwell Road Writtle Chelmsford Essex**

Amendments to [Outline application for Strategic Growth Site 2 comprising up to 880 new homes, primary school with co-located early years and childcare nursery, travelling showpersons site for five serviced plots, sports facilities including a pavilion/community centre, neighbourhood centre (including retail, community, healthcare, office and residential uses), plus associated landscaping and habitat creation, public open space and play facilities, roads and infrastructure (all matters reserved except access), together with a detailed scheme in the south east corner for Phase 1A comprising 177 no. houses plus associated roads, parking and infrastructure (Landscaping reserved for Phase 1A).](https://publicaccess.chelmsford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QWMWRVBR0SM00&prevPage=inTray)

* **Planning Application Reference: 24/00399/FUL. Kilnfield Barns, Chignal Road, Chignal St James.** Proposed new catslide to front elevation. Parish Council comments.

2024/722 Implementation of Community projects:

progress report

2024/723 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.

2024/724 Chignal Welcome/Information booklet:

update

**Finance**

2024/725 Review the Accounts for 2023/2024 and the final position of the budget.

An underspend of £2445 was recorded at the end of the year and added to reserves.



2024/726 Finance:

Account Balances:

**Cheque Account** **£ 7,657.99**

Included in figures above:

Precept £ 3,500

**Orchard Account** £ 1,380.80

**Saving Account** £ **44,092.56**

* General Reserve £20,993.23
* Cil £15,059.34

**Total £ 51,750.55**

2024/727 Payments for approval.

To approve the following payments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Payment to** | **Description** | **Budget Column** | **Cost** |
|  |  |  |  |  |
| 10.04.2024 | Clerk | Expenses - Gazebos | cils | £1,891.99 |
| 26.04.2024 | Essex Pension Fund | March 2024 Payment | Salary | £166.43 |
| 13.05.2024 | Essex Pension Fund | April 2024 Payment | Salary | £174.48 |
| 13.05.2024 | Essex Pension Fund | May 2024 Payment | Salary | £174.98 |
| 13.05.2024 | Clerk | May 2024 Payment | Salary | £191.30 |
| 13.05.2024 | Clerk | April 2024 Payment | Salary | £185.00 |
| 13.05.2024 | HMRC | April 2024 Payment | Salary | £46.20 |
| 13.05.2024 | HMRC | May 2024 Payment | Salary | £46.20 |
| 13.05.2024 | EALC | EALC Affiliation | EALC / RCCE | £220.26 |
| 13.05.2024 | CCC | Lease of Howlett’s Corner | Orchard | £200.00 |

**Total for approval £3296.84**

2024/728 Review of the Bi-monthly bank reconciliation

2024/729 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 2024.

2024/730 To adopt the Annual Accounts for the year ended 31st March 2024 – Pre-Audit and to sign the Annual Return for the year ended 31st March 2024.

2024/731 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 **£16,585** which is < than the £25,000 threshold
* The Gross Expenditure was **£13,391** which is < than the £25,000 threshold

**REPORTS AND UPDATES**

2024/732 Representatives’ Reports: to discuss and debate any items.

1. Little Hollows / Copperfield Place Liaison - Cllr Elwick

* Update on outstanding landscaping issues from CCC enforcement

1. Playing Field - Cllr Elwick and Cllr Towns

Consider a request by the Village Hall Committee to use the playing field for overflow car parking.

1. Village Hall Liaison - Cllr Towns
2. Community Engagement - Cllr Nelson and Cllr Stainton
   * Update on access to the Community Laptop and printer.
   * Timetable for the training and launch of Parish Website and Chignal newsletter.
3. Community Safety – Cllr Lewis
   * Defibrillator in Chignal Smealey.
   * Clockstock Festival – 24th June.
   * Essex International Scout and Guide Jamboree – 27th July to 3rd August.
4. 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.
   * Ride London: update on public meetings and road closures
5. ​Footpaths/Bridleways – Cllr Nelson and Cllr Towns
6. Tree Warden - Cllr Ballard
7. Countryside conservation. – Cllr Lewis.

* Essex Local Nature recovery strategy.

2024/733 Items for the next Agenda

**Next meetings:**

Monday 08th July 2024 Bi-Monthly Meeting

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