

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: Wednesday 04.09.2024

You are hereby summonsed to attend the Bi-Monthly Meeting of the Chignal Parish Council to be held on Monday 9th September 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.

2024/753 Chair's Welcome.

2024/754 Apologies for Absence.

2024/755 Confirmation of the minutes of the meeting of the Parish Council held on 08th July 2024.

2024/756 Note the minutes of the Orchard subcommittee held on 3rd September 2024.

2024/757 Declarations of Interests and any requests for dispensation.

2024/758 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).

2024/759 County and City Councillors' Reports.

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

2024/760 Planning.

Planning Applications.

1. **Planning Application: 24/01059/CLEUD.** Hard Oak Mashbury Road Chignal St James. Description of works: Certificate of lawfulness to regularise the use of a building as a single dwellinghouse for more than 4 years by 25 April 2024
2. **Planning Application: 24/01172/FUL.** Howletts Hall Mashbury Road Chignal St James. Description of works: Single storey rear extension and a single storey link extension between house and existing annexe
3. **Planning Application: 24/00986/CLOPUD.** 2 Water Hall Cottages, Fox Road, Chignal Smealey CM1 4TL. Description of works: Proposed single storey side extension.

Decisions by Chelmsford City Council Planning:

<u>Reference</u>	<u>Address</u>	<u>Status</u>
24/00849/LBC	Office Stevens Farm Mashbury Road Chignal St James Chelmsford Essex CM1 4TX	Application Permitted
24/00848/FUL	Office Stevens Farm Mashbury Road Chignal St James Chelmsford Essex CM1 4TX	Application Permitted

Finance

2024/761 Review the Accounts for 2024/2025 and the current position of the budget.

Budget Column	Staff Costs			Administration								Total Expenses
	salary	pension	paye	Expenses	IT & Web	insurance	EALC RCCE	Auditors Internal	Play field Maintenance	Bank charges	Hall hire	
	£3,500.0	£1,000.0	£500.0	£100.0	£250.0	£600.0	£300.0	£300.0	£700.0	£30.0	£500.0	£7,780.0
Total Spend Year to Date	£1,150.13	£872.90	£231.20	£0.00	£0.00	£518.94	£220.26	£125.00	£288.00	£0.00	£90.00	£3,496.43
Balances of Budget	£2,349.87	£127.10	£268.80	£100.00	£250.00	£81.06	£79.74	£175.00	£412.00	£30.00	£410.00	£4,283.57
Forecast Budget Spend	£1,610.18	£1,222.06	£323.68	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£18.00	£126.00	£3,499.92
Total Forecast FY Spend	£2,760.31	£2,094.96	£554.88	£0.00	£0.00	£518.94	£220.26	£125.00	£488.00	£18.00	£216.00	£6,996.35
Total Budget Balance	£739.69	-£1,094.96	-£54.88	£100.00	£250.00	£81.06	£79.74	£175.00	£212.00	£12.00	£284.00	£783.65

Forecast underspend of £783.65 (7 months remaining).

2024/762 Finance:

Account Balances on 29.08.2024	:	
<u>Cheque Account</u>		£ 3,863.18
<u>Orchard Account</u>	£	1,180.80
<u>Saving Account</u>	£	44,257.46
Total	£	48,120.64

- General Reserve £10,900
- Cil £13,167
- Earmarked Reserves £10,000

2024/763 Payments for approval.

To approve the following payments:

Payment to	Description	Budget Column	Cost
Essex Pension Fund	(August) Pension	Pension	£174.48
Clerk	Salary + Expenses (Aug)	Salary	£231.10
HMRC	PAYE (August)	PAYE	£46.40
Cllr Lewis	Orchard Signs	Cil (Nov 2019)	£152.88
Cllr Lewis	Orchard Fruit Baskets	(Nov 23)	£33.99
Cllr Lewis	Orchard Folding Fruit Baskets	(Nov 23)	£41.75
HMRC	PAYE (Sept)	PAYE	£46.20
Essex Pension Fund	(Sept) Pension	Pension	£174.48
Clerk	Salary (Sept) + Expenses	Salary	£264.96
		Total	£1,166.24

2024/764 Review of the Bi-monthly bank reconciliation.

2024/765 Review the running cost and maintenance of the PC owned lawnmowers and discuss options on running costs.

ITEM	LOCATION	PURCHASE DATE	Purchase Cost
HUSQVARNA TS138 MOWER	ORCHARD	29.09.2018	£1,500
HUSQVARNA RDTTC138 MOWER	Village Hall	30.06.2023	£2,250

Recommended annual servicing.
 Cost from Ernest Doe is £570.
 Maintenance Kit is £56.15.

2024/766 Items approved for purchase but not yet actioned.

- (CIL) Gazebos x 4 – Pop up – for Community use - £1996 (incl vat) – Approved July 2024.
- (Reserves) Impact report for Pylon route - £ 150 – Approved July 2024.

2024/767 Discuss the charge card options on the Barclays Bank account to cease the practice of using Councillors or the Clerks own credit card to purchase items.

See the table issued with the agenda from the Barclays account options.

- Recommendation is £42 per year – ‘Select Charge Card’.

2024/768 Chignal Community Meeting: Saturday 12th October 2024 at the Village Hall, 9.30 for 10.00 – 12 noon.

- Agree topics for the agenda and working groups.
- review of the parish year.
- Essex Local Nature Recovery Strategy consultation.
- Chignal graphic branding exercise.

2024/769 Chignal Welcome/Information booklet:

- Consider proposals for a graphic designer for parish branding and design of Welcome/Information leaflet.
- Consider Chignal Christmas card with website information on clubs and events.

2024/770 Discuss the Red Telephone Box at The Green:

- Consider options for refurbishment and future uses.

2024/771 Implementation of Community projects:

- Review of outstanding project ideas.

2024/772 Community Infrastructure Levy (CIL):

Cil expenditure FY 2024 to date.

Payment to	Description	Budget Column	CILs
			£15,059.34
Clerk	Expenses - Gazebos	Cil	£1,891.99
Cllr Lewis	Orchard Signs	Cil (Nov 2019)	£152.88
Cllr Lewis	Orchard Fruit Baskets	(Nov 23)	£33.99
Cllr Lewis	Orchard Folding Fruit Baskets	(Nov 23)	£41.75
Clerk	Expenses (Laminator)	Cil	73.66
		Total Spend Year to Date	£2,194.27

- Consider grant applications.

2024/773 2025-2026 Budget and Precept setting:

- Agree date of Budget Committee (before 11th November Parish Council meeting).

REPORTS AND UPDATES.

2024/774 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
 - Landscaping: update from CCC Planning Enforcement.
- B) Village Hall Liaison - Cllr Towns
- C) Community Engagement - Cllr Nelson and Cllr Stainton
 - Community laptop and printer: storage in the village hall.
 - Parish Website- feedback and update on training for clubs/groups.
 - Chignal News – agree timetable for the electronic newsletter.
 - The setting up of .gov.uk e-mails.
- D) Community Safety – Cllr Lewis
 - Defibrillator in Chignal Smealey: update on siting and managing at the Chapel and St Nicholas Church.
- E) Highways (include Hedges) - Cllr Towns
 - Update on LHP funding for village entry gates
 - Update on reinstalling the directional sign to Chignal Smealey at Hollow Lane/Chignal Road junction.
- F) Countryside conservation. – Cllr Lewis.
 - Essex Local Nature recovery strategy – update on public consultation.

2024/775 Items for the next Agenda

Next meetings:

Monday 11 th November 2024	Bi-Monthly Meeting.
Monday 13 th January 2025	Bi-Monthly Meeting.
Monday 10 th March 2025	Annual Parish Meeting and Bi-Monthly Meeting.
Monday 12 th May 2025	Annual General Meeting and Bi-Monthly Meeting.