

# **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

Vice Chair : Linda Nelson

Minutes of the Bi-Monthly Meeting of the Chignal Parish Council at the Chignal & Mashbury Village Hall, on Monday 8<sup>th</sup> July 2019.

- 2019/027      Chairman's Welcome  
Some issues with metal drain covers / manhole covers being removed.  
Community Group arranging a litter pick on 11th October. Some walks around the Parish being arranged with a member of the group getting training via Chelmsford City Council.
- Chairperson      Ballard  
Councillors      Anstey, Feltwell, Nelson, Towns and Elwick
- 2019/028      Apologies for Absence  
None
- 2019/029      Register of Declarations of Interests and request for dispensation  
None
- 2019/030      Public Open Session  
Gate at the Bridleway 33 – offer to open it in the mornings but query about who will close it.  
Request for signage on the gate about picking up dog litter and taking it home.  
Community group is working on a new edition of the information pack ready for a re-issue.  
Fly Tipping/ ANPR cameras in the Parish – offer of assistance to set up.
- 2019/031      County Councillors' Reports  
Drain covers have been replaced. Grass Cutting issue on bridleway 33 has been raised. Hollow Lane lighting – discussions to reduce this to two or three lamps.
- 2019/032      City Councillors' Reports  
Visit to Gardening Express on Tuesday planned after several attempts to contact the owner by phone has failed.  
A collection of asbestos was delayed by the approved contractor being available to collect.
- 2019/033      To note the Orchard Sub Committee minutes of 26<sup>th</sup> June 2019  
New bench is in use.  
**Resolution      Noted**
- 2019/034      To confirm the full Council Minutes of 13<sup>th</sup> May 2019.  
  
**Resolution      Confirmed**
- 2019/035      Representatives' Reports: to note
- |                                 |   |
|---------------------------------|---|
| A) Playing Field                | Defer to item on the agenda   |
| B) Village Hall Liaison         | Awaiting quotes on a sound system. Wired system.<br>Dishwasher installed and in use |
| C) Newsletter Including Website | Printed copy in the next week.  |
| D) Gravel Liaison               | Bridleway completed and in use.<br>New bore holes have been created.                |
| E) Community Safety             | Defibrillator has been installed.   |

- F) Highways (to include Hedges) Concerns with Potholes, photograph and report  
– Contact Cllr Feltwell.  
Hedge Visibility concerns – Householders
- G) Footpaths/Bridleways Footpaths overgrown.  
Sign posts are occasionally missing.
- H) Telephone Box - Nothing to report
- I) Tree Warden 17 people joined a walk around the pit and village green.

2019/036

Finance:

Account Balances:

Cheque Account £ 2,606.40  
Saving Account £ 51,062.77

Income (in figures above)

Income (Orchard) £85.00  
Interest £15.73

Total £53,669.17

To approve Cheques signed between meetings:

Cheque nr	Item	Cheque Value
100838	Safety Tec Ltd- Defib	£1439.10
100839	Toolport - Tent	£489.89
100840	NIWAKI - Ladder	£249
100841	Buzz Supplies - Dishwasher	£1860.42
100842	Tincton Lifestyle - Bench	£674.10
100843	Hall Hire	£70.00
100844	Signs of Cheshire – Board for Defib	£426.00
100845	HMRC	£23.40
100846	Essex Pension Fund	£120.61
100847	Clerks Salary	£130.80
100848	Cllr Anstey – Parish Expenses	£140.38

To approve Cheques to be signed and issued:

Cheque nr	Item	Cheque Value
100849	Essex Pension Fund	£120.61
100850	Clerk's Salary & Expenses - May	£108.43
100851	HMRC	£23.40

100852	Insurance – Annual Renewal	£223.44
100853	Village Hall – Defibrillator Electrical work	£410.00
100854	Chelmsford DBF	£130
100855	Cllr Ballard – 6 x hand lens	£65.68

**Resolution: The Cheques were approved and signed.**

2019/037

Discuss the Playing Field – Surface, Boundaries and Shelter. Several meetings have been held to discuss options.

- Improvement to Parking
  - Create 4 Car parking spaces. Move the gates in to the field to create the spaces.
  - Additional hedging
- Single Goal Post
  - Look to purchase a foldable / temporary Goal and net
  - Dispose of the original unit
- Tree area by Village Hall
  - Improve access between the VH and Playing area
  - Cut back the ivy
  - Improves the view from VH
- Croquet Club
  - Preferred area for the pitch marked.
  - Install some small oak posts to mark the pitch but not block access.
- Small Open Shelter
  - Oak Gazebo with a pitched roof.
  - Open on the sides
  - Some Fixed Permanent seating

**Resolution: The Plan to be in the next Chignal Parish News.**

2019/038

Management of the Grass Verges and Village Green Agreement with the Chelmsford City Council to half cut and then full cut the verges in the Parish. The Village Green is used for dog walking, walking and children’s games.

Proposal to leave some of the areas on the Village Green uncut to allow wildflowers to flourish agree with the Parks Department.

**Resolution: The Proposal was approved.**

2019/039

Co-Option to fill the current vacancy of one Parish Councillor.

**Resolution: Advertise the Vacancy on the Parish Noticeboards, Newsletter and e-mail.**

2019/040

Update on options to improve the security of the Parish including ANPR. Cameras should be installed on a building. Each Camera would have a NVR. This information can then be accessed via the internet. Signage is important. Data controller required. Estimate capital cost of £3000 per camera. 5 Cameras suggested. Working life of 5 years per camera. Camera around £600 and NVR £400. Ongoing cleaning of the camera lenses. Potential to increase the precept by £5-£10 or discuss with local business owners.

Proposal: Discussions with local business and landowners to find suitable location.

**Resolution: The proposal was passed.**

2019/041

Review and sign the bank reconciliation

**Resolution: Approved and signed**

2019/042 Sewage Tank Regulations – 2020 – Any discharge to a water course / soak away  
Information is difficult to obtain.

**Resolution Contact Cllr Aldridge for information.**

2019/043 Welcome/Information Pack  
Editing work underway.

2019/044 Gardening Express Delivery Lorries  
Parking on the verges had continued up until early June 2019.  
There is no evidence to suggest that this has continued into July

**Resolution: Continue to Monitor the roads.**

Meeting Close 21:10  
W.Adshead-Grant PSLCC  
Clerk to the Council