

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 13th May 2019 .

2019/001 Election of Chairperson

Resolution Cllr Ballard

2019/002 Signing of the Chairpersons Declaration of Office

Resolution Paperwork Signed

2019/003 Election of Vice-Chairperson

Resolution Cllr Nelson

2019/004 Chairman's Welcome

Chairperson Ballard

Councillors Nelson, Feltwell, Anstey, Elwick

2019/005. Apologies for Absence

Cllr Towns.

2019/006 Register of Declarations of Interests and request for dispensation

None Requested

2019/007 Public Open Session

6 members of the public

Planning 2019/008 – item 4 Member of the public – Please support the application.
Note Large increase in Fly Tipping over the last 12 months.
Roxwell over £10,000. In Chignal £5000 and two lots of
asbestos.

Item 2019/018 Several thefts in the village and surrounding area. Caravan
stolen. Cameras for the village to be looked in to.

2019/016 – Details on the Commercial dishwasher for the Village Hall

2019/008 Planning Applications

1. Reference: 19/00763/FUL

Address: 5 The Larthings Chignal Chelmsford CM1 4FL

Description of works: Single storey rear extension and internal alterations

Objective 20 in the Chignal Parish Plan supports opportunities for local residents to improve their homes in line with the Chignal Villages Design Statement (VDS).

The VDS, page 20, supports extensions which are sympathetic to the property and in harmony with the surroundings.

This application is for a kitchen / breakfast room extension that links the house to the garage and lines up with the back of the house with just a small projection of 755mm from the existing building out into the rear garden.

The extension roof line follows the existing building, with a matching Velux window in the roof. It is proposed to match all the external finishes which on this house are a cream render finish with slate roof tiles and with matching windows/ bi-fold doors.

The VDS also considers the impact of extensions on adjoining residents and recommends that they should not fill the available space. This extension cannot be seen from any other properties that are adjacent so it is not considered that this extension will have an adverse impact on local residents.

Resolution: The Planning application is approved by the Parish Council

2. Reference: 19/00659/FUL

Address: Land Between Marshalls And 4 Ash Rise Chignal Road Chignal Smealy Chelmsford

Description of works: Construction of detached dwellinghouse and detached garage/cart lodge and retain existing vehicular and pedestrian access.

This application is to relocate the garage / cart lodge to the front of the property and to the right hand side as you drive in, an amendment to the rear exterior finishes, proposing a feather edge boarding and also a slight change to the pitch of the main roof.

The block plan shows the location of the cart lodge garage to be concealed partly behind a new native hedge to be planted as part of the works but it appears to be forward of the proposed properties. It is noted that the floor area of the proposed garage appears to be larger than the semi-detached properties.

The rear boarding or roof pitch would be acceptable but it is not possible to consider the impact of the height of the garage/ cart lodge without access to the elevation drawings. Drawing numbers 656/30 and 656/31 noted in the application are not available to view. It is assumed that these would show the garage elevations and details and the external finishes and whether the garage would be all or partly open or has doors etc.

Without access to a full set of drawings, along with the external details and finishes to establish the appearance of this garage, the Parish Council would not wish to approve this application.

Recommendation: The Planning application is Refused by the Parish Council

3. Reference: 19/00616/FUL

Address: Woodhall Farm Chignal Road Chignal Smealy Chelmsford

Description of works: Retrospective change of use to canine day care.

Priority 7 in the Chignal Parish Plan deals with housing and economic development. Residents supported the recommendation that any applications for new businesses should have conditions attached to cover access by HGVs, adverse noise, pollution, parking and week-end working.

The application states that this business has been operating from these buildings since 2015 and employs 7 local people, including an apprentice from Writtle College University. It is only open during the day from 7am to 6pm and is closed in the evenings, at weekends and on bank holidays.

The company handles approximately 50 dogs a day (250 a week) for exercise and day care which allows the owners to have "free time". The Parish Council has not been made aware of any concerns about the operation of this business by local residents.

The Chignal Villages Design Statement, page 20, states that when agricultural buildings are converted they should retain their original 'barn' character. The application states that there will be no changes made

to the external appearance of the three existing agriculture farm buildings, or the three outdoor exercise areas.

This business would appear to be an appropriate use of the existing agricultural buildings and is an employer of local people.

Recommendation: The Parish Council approves this planning application

4. Reference: 19/00646/FUL
Address: Dyers Bungalow Chignal Road Chignal Smealy Chelmsford
Description of works: Single storey rear and side extension

Objective 20 in the Chignal Parish Plan supports opportunities for local residents to improve their homes in line with the Chignal Villages Design Statement (VDS).

The VDS, page 20, supports extensions which are sympathetic to the property and in harmony with the surroundings. The proposed extension would improve the appearance of the bungalow, providing a pitched roof over the whole of the extended bungalow instead of adding a flat roof over the extension. In addition, it is noted that the application states that all materials, i.e., bricks, roof tiles and windows will match the existing bungalow.

The VDS also considers the impact of extensions on adjoining residents and recommends that they should not fill the available space. It is not considered that this extension will have an adverse impact on local residents nor will it affect views of the countryside beyond the site.

Recommendation: The Parish Council approves this application.

5. Progress report on the Persimmon Homes development

Show House should open June / July. Sales office is open.
8 properties have been released in the first phase.
Expecting first on site in November / December.
Footpath has nearly been completed.
Road Junction – 25th May - 3rd June – 10 full closure - completely closed Chignal Road / Roxwell Road the division route is not known at this time. 10-12 weeks of temporary lights – End of August.

2019/009 County and City Councillors' Reports

- a. Essex County Councillor Report Fly tipping commercially arranged and coming out of London. CIF money now to be administered by the EALC . Funding is consolidated with other funds.
b. Chelmsford City Councillor Report Apologies

2019/010 To note the Orchard Sub Committee minutes of 8th May 2019

Resolution: Noted

2019/011 To confirm the full Council Minutes of 11th March 2019

Resolution: Confirmed

2019/012 Representatives' Reports: to note

- A) Playing Field No Report – Agenda item 2019/ 015
B) Village Hall Liaison No Report – Agenda item 2019/ 016
C) Newsletter Including Website Website needs some editing.
Specification of works for the next meeting.

- D) Gravel Liaison No entry sign is now up.
Set of gates has been put up (open) to prevent Vehicles.
Bridal-way should open June.
- E) Community Safety No Report
- F) Highways (to include Hedges) Potholes are causing damage to tyres.
Some have been marked for repair
Continue to report to Essex County Council.
- G) Footpaths/Bridleways Essex Council have been reviewing the footpaths in the
Parish for maintenance work.
Community walk – 12th June
- H) Telephone Box - Chignal St. James Nothing to Report
- I) Tree Warden The planting at the junction with Copperfield inspection in
2 weeks

2019/013

Finance:

Account Balances:

Cheque Account £ 8,045.60
Saving Account £ 26,047.04

Income (in figures above)

Income (Orchard) £45 (not included in Figure above)
CiL £26,188.23 (not included in Figure above)
Precept £3692.50 (Included in Figure above)

Total £60,325.87

To approve Cheques signed between meetings:

Cheque nr	Item	Cheque Value
100827	Orchard Rent	£200
100828	Village Hall Meetings	£150
100829	Clerk Salary & Expenses - April	£532.34
100830	HMRC	£36.60
100831	Essex Pension Fund	£53.76

To approve Cheques to be signed and issued:

Cheque nr	Item	Cheque Value
100832	Ealc - Subscription	£126.19
100833	Essex Pension Fund	£120.61
100834	Taylor Agricultural – Grass Cutting	£156.00
100835	Mr S, Middleditch - Printing	£93.15

100836	Clerk's Salary & Expenses - May	£108.43
100837	HMRC	36.80

Resolution: The Cheques were approved and signed.

- 2019/014 Defibrillator: progress report
- i. Posts £305 (+vat)
 - ii. Polycarbonate Cabinet £1170 (+vat)
 - iii. Agree ongoing maintenance costs.
 1. Battery lasts about 5 years - £150 replacement
 2. £410 quote to connect the electricity
 3. Pads to be replaced every 2 years (if not used) - £35

Resolution: Proceed to order

Thanks to Cllr Anstey and Previous Councillor Steve Middleditch for the work on this.

- 2019/015 Proposals for the Recreation Areas based on feedback from the Community Event
The report was in the Chignal News.

1. Car Parking for casual users of the playing field.
Highways unlikely to support a new entrance.
Potential to create a new lay bye for parking.

Resolution: Consult with Highways.

2. Provision of a type of shelter in the playing field
A pavilion was discussed but a gazebo style building was a better option.
The Croquet club to be consulted

Resolution Discuss with the croquet club and then consult the community

3. Improving the playing surface for the croquet club
Hollow tinning, rolling and application of weed killer

Resolution Discuss with the croquet club and then consult the community

4. Review the boundaries of the playing field for maintenance.

Resolution: Review the boundaries for the next meeting.

- 2019/016 Requests for Cil expenditure:
1. Safety Ladder for the Orchard;
Reviewed three quotes.

Resolution Approval to purchase the £249 Ni-waki

2. Benches for the Orchard
Reviewed three quotes.

Resolution: Approval to purchase Alexander Rose £674.10

3. Commercial Dishwasher for the Village Hall – Estimate £1800

After reviewing three quotes it was agreed to order. To be In place for the 3rd June.

Resolution Approved to Purchase the unit

4. Marquee – Tent for Community Use
Reviewed three quotes,

Resolution Purchase from the House of Tents at £419.99 plus carry bags at £69.99–house of tents.

Resolution Parish Council asset available for community use.

5. Shed for the Village Hall – Estimate £5000

Resolution Defer to the next meeting

Resolution Martin / David / Lee to discuss and agree way forward

6. Sound System for the Village Hall - Estimate £1800

Resolution Defer to the next meeting

2019/017 Co-Option to fill the current vacancy of one Parish Councillor.

Resolution: The Position to be Advertised at the end of June.

2019/018 Discuss options to improve the security of the Parish .
Images from the cameras must go to the police control room.

Resolution Contact Police – Cllr Anstey

Resolution Contact Highways – Cllr Elwick

2019/019 Chelmsford Planning Meeting- 13th June 7pm

2019/020 Notification of a Cycle Race in the Parish

Resolution Contact Highways – Cllr Elwick

2019/021 Terms of reference of the Orchard Committee – Cllr Ballard
Minimum 2 Cllrs

Resolution: Update the Terms from 4 members to 2 members of the Parish Council.

2019/022 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 2019.

Resolution: The Annual Governance Statement was reviewed and agreed and signed.

2019/023 To adopt the Annual Accounts for the year ended 31st March 2019 – Pre-Audit and to sign the Annual Return for the year ended 31st March 2019.

Resolution: The Annual Accounts were reviewed and agreed and signed.

2019/024 To Re-appoint Mr Maurice Howard as the Internal Auditor – The Clerk

Resolution: Approved

2019/025 Review and sign the bank reconciliation

Resolution: Reviewed and signed

2019/026 Items for next Agenda

- Sewage Tank Regulations – 2020 – Any discharge to a water course / soak away
- Welcome Pack – Cllr Elwick

- Feedback on the consultation on the playing surface of the playing ground
- Feedback on the type of shelter for the playing field.
- Feedback on the review of the playing field boundaries
- Feedback from the ANPR discussions with Highways and the Police
- Soundsystem for the Village Hall - update
- Storage shed for the Village Hall - update

Meeting Closed 21:30
Will Adshead-Grant PSLCC
Clerk to the Council