

Chignal Parish Council

C/O 45 Cherry Garden Road, Great Waltham, Chelmsford, Essex, CM3 1DH

Tel: 01245 360811 Email: Chignalpc@gmail.com

Clerk: Will Adshead-Grant

Chair: Lynn Ballard

Website: e-voice.org.uk/Chignal-Parish

Vice Chair: Linda Nelson

Minutes of the Bi-Monthly Meeting of the Chignal Parish Council on Monday 9th November 2020 at 7.30pm

2020/202 Chairman's Welcome

Resignation of Councillor Feltwell as he has moved out of the Parish. Autumn litter pick was organised by the Community group. A welcome to the Parish pack is being created by the Community Group.

Chairperson Ballard

Councillors Lewis, Nelson, Towns and Elwick.

2020/203 Apologies for Absence

2020/204 Register of Declarations of Interests and any requests for dispensation

Cllr Towns (Cil Money) part of the VH committee 2020/212

2020/205 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. 9 members of the public.

- I. Phone Box at Chignal Smealey – is in a poor state of repair. Its currently operated by BT. The phone box is listed – contact BT to understand their intentions. Telephone inside is to be reported as not working.
- II. Gardening Express back entrance – cars parked on the edge of the road – Owner to be contacted.
- III. Site of the former 3 Elms public house is a poor reflection of the village. No response from owners.
- IV. State of the roads – potholes – edge of the road is unmarked – verge is hidden when the potholes are flooded.
- V. The verges are being destroyed by the traffic
- VI. Community Group – Welcome pack – includes some postcards – Copy of VDS, Parish Plan, Map of the Parish (named houses), Welcome Booklet, Broomfield Walks, new Chignal walks booklet and the Millennium Parish map. Potential to reach the Persimmon houses but may need some grant support.
- VII. Registering the Cricket Ground as a community asset – formal process to be progressed.
- VIII. 2020/211 Status of the Goalpost and contractors to be used? – Chelmsford City Council can put in the goalpost sockets at a cost. Community support needed to erect and to move the goal posts.
- IX. 2020/211. Playing Field car park security bollard – who will hold keys?
- X. Muga survey – Increase in the precept – Annual inspection by RoSPA and weekly insurance requirements
- XI. Village Hall shed – CIL grant?

2020/206 Planning Decisions

20/01340/FUL	3 Ash Rise Chignal Road Chignal Smealy Chelmsford Essex CM1 4SY	Application Permitted
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2020/207 Planning Applications

1. Update on the Persimmon Homes development, Roads Works, Landscaping and Housing completions.

- The Chignal Road/Hollow Lane junction works are planned to be completed Saturday 14th November 2020. Delays were caused by highways making changes to the drainage and poor weather. Tarmac is currently being laid.
 - 40 mph on Chignal Road requested from the Hollow Lane junction up to Broomwood Manor. The 40 mph signs are in hand and location to be confirmed.
 - Landscaping of the whole of the area starts on Thursday 12th November. More than 50 trees and long stretch of hedges.
 - Houses continue to be built and ready for occupation prior to Christmas
 - The original Hollow Lane is under discussion on its future as either a closed road or re-opened for traffic.
 - Construction traffic and vehicle diversions have damaged the roads and verges in the Parish
2. Warren Farm Masterplan – Report to Chelmsford City Council’s Policy Board 15th October 2020.
- The Bus Link via Avon road and in to the Chignal estate. This has been removed. The Link will only be open to walkers and cyclists.
 - The Masterplan is expected to be approved by Chelmsford City Council in December.
 - A full Planning application is expected in early 2021
3. Review Writtle Neighbourhood Plan
- The Parish Council’s comments were circulated and approved.
4. Review and approve the comments on the Future for Planning White Paper.
- The Parish Council’s comments were circulated and approved

2020/208

County and City Councillors’ Reports

i. Essex County Councillor Report

- Warren Farm - Policy Board meeting on the 15th October. The Bus Link decision was disappointing. The Traffic surveys used were several years old.
- Hollow Lane – Closure – Cllr Bentley to make a recommendation. Meeting 30th November.
- Works on Chignal Road/Hollow Lane junction will be completed on Friday 13th November.
- Installation of 40mph speed limit signs will take a little longer than the 13th November 2020 but will be in place in a few weeks.
- Deterioration of the roads and verges around Chignal Parish due to the road diversions of Chignal Road. Highways will carry out a full inspection of the affected roads and verges. The developers will be asked to make good the roads and verges.
- Planning white paper has had a high level of engagement
- Covid -19 Essex County Council will issue a weekly update on a Thursday. Essex is low on the spectrum of cases. The Lockdown effect will likely be in two to three weeks’ time. Potential Vaccine has been highlighted today.

ii. Chelmsford City Councillor Report

- No report

2020/209

Confirmation of the minutes of the meeting of the Council on 14th September 2020

Resolution The minutes were confirmed

2020/210

Finance:

Account Balances: 31-10-2020:

	Cheque Account	£ 7,294.23
	Saving Account	£ 56,116.71
Income	Precept	£3800 (Inc. in cheque account)

Total £63,410.94

To approve Cheques to be signed and issued:

Cheque nr	Item	Cheque Value	Budget Classification
100927	Cllr Ballard - Orchard	£25.49	Orchard
100928	Taylor engineering	£252.00	Playing field Maintenance
100929	MG Howard 2019-2020	£150.00	Audit
100930	HMRC -Oct	£26.00	Salary
100931	W.Adshead-Grant - Oct	£103.91	Salary
100932	HMRC - Nov	£25.80	Salary
100933	Essex pension fund - Oct	£127.67	Salary
100934	Essex pension fund - Nov	£127.67	Salary
100935	W.Adshead-Grant - Nov	£148.17	Salary + Expenses

Total Payments £986.71

Resolution: The Cheques were approved.

Account Breakdown from Cash Book:

Precept	£ 6008.20 (cheques to be cashed)
Orchard Account	£ 696.17 (cheques to be cashed)
Cil Account	£ 42,368.21
Parish reserve	£ 14,338.36

Total £63,410.94

2020/211

Representatives' Reports: to discuss and debate any items

A) Playing Field

- Discuss and approve the purchase and installation of a drop-down bollard for the playing field Car Park.
 - o Drop down bollard with padlock at the bottom. Supply and fit available.
£85 per unit plus £175 to install
 - o 1m high unit preferred. £160. Bollard to be left in the open status as a deterrent.
 - o Additional quote to be sought from Transscape

Resolution: Approved to spend up to £400 on one security bollard.

- Approve the purchase of public notices to improve the security of the car park and gazebo

Resolution: A spend of up to £300 for a sign approved.

- Consider and discuss the public consultation on the future equipment for the playing field including a MUGA and a possible recreation committee.
 - o 10 responses received from around 150 households.
 - o A Install and promote a Muga
 - o B Provide no new sports facilities until a demand is identified
 - o C Provide just a basketball net and a hard surface

Resolution: **Due to the low level of feedback the expense of a MUGA could not be justified.**

- o The Gazebo in the playing field is now complete

B) Village Hall Liaison

- o The Hall is not in use currently due to Covid 19 restrictions on indoor spaces.

C) Newsletter and Website

- Discuss and approve a paid resource to update the Parish Website on E-Voice
- Review and update the current content of the website working with the local clubs.
 - o Volunteer or small bursary to review the website and fix the broken links. Work with community clubs to improve their pages.

Resolution: **Item to be advertised in the Chignal News.**

D) Community Safety

- Consider the preparation of an emergency plan for the Parish
 - o Guidance available from Chelmsford City Council website.

Resolution: **Cllr Ballard to discuss with the community group**

- Update on the Security Cameras for the Parish.
 - o ANPR minimum two cameras – Entering the Parish and exiting the Parish at each location. Approximate cost £5,000 to £7,500 per set.

E) Highways (include Hedges)

- Note the damage to Verges and potentially roads by recent road diversions (see 2020/208).
- No through road signs for Gray's Lane and Chignal Hall Lane – approve LHP bid.

Resolution: **No through road sign at Gray's Lane and Chignal Road**

Resolution: **No through road sign for Chignal Hall Lane.**

F) Footpaths/Bridleways

- o Local Landowner has grassed some verges near bridleways.
- o Noted an increased volume of mountain bikes using bridleway and footpath.

G) Tree Warden

- o Orchard – Hedge cut in early 2021

2020/212

CIL Applications:

1. Village Hall replacement Storage Building – estimated at £16,500 (Inc. VAT)
New Building – timber framed with a corrugated roof. Designed to last 15 years or more. Style should match the village hall.
Area available for the Parish Council. Concrete base. Powered up.

Resolution: **At the next meeting, an application with three quotes to be presented.**

2020/213

Discuss Parish Footpaths and Bridleways – a new guide to walking routes.
34-page Booklet – approximately £3-£4 per copy

Resolution: **Approved up to £100 to print some hardcopies.**

Resolution: **Add a walk an edition to the Parish News**

Resolution: Add a PDF to the website

2020/214 Review of the Parish Plan actions 2019/20

Resolution: The Parish Action plan update was noted

2020/215 Review the Clerk's Contract and update as appropriate

Resolution: The Clerks contract was reviewed and approved without any update.

2020/216 Review and agree the Annual Risk Assessments
Next review in Financial year 2021-2022

Resolution: The annual risk assessments were reviewed and approved

2020/217 Review and agree the Asset Register
The assets were updated with replacement values.

Resolution: The asset list was reviewed and approved

2020/218 Review and approve the Standing Orders
Next review in Financial year 2021-2022

Resolution: The standing orders were reviewed and approved.

2020/219 Review and approve the Financial Regulations
Next review in Financial year 2021-2022

Resolution: The financial regulations were reviewed and approved.

2020/220 Approve Advertisement of Vacancies on the Parish Council (2). Democratic Services Manager has been informed
If no election requested, advertise vacancies in Chignal News and parish emails with interviews in first week of January.

2020/221 Approve the Budget for 2021/2022
£7600 the same as 2020/2021.

Resolution: The Budget for 2021-2022 was Approved

2020/222 Place a precept demand on Chelmsford City Council for 2021/2022
£7600. Precept of £26.25 per annum based on a band D. Effect on a band D property estimated to be £0 increase and continue at £26.25 but this may reduce based on the tax base of the amount of dwellings within the Parish.

Resolution: The Precept of £7600 was approved with an estimated £0 increase on a Band D property.

2020/223 Review and approve Bi-Monthly Bank Reconciliation

Resolution: The figure was Approved with a variance of £0

2020/224 Items for next Agenda
○ Cil Application on the Village Hall Storage Building

Next Monthly Meeting Monday January 11th 2021 at 7.30pm – It may be Online

**March 8th 2021, May 10th 2021 (AGM), July 12th 2021 , 13th September 2021 , 8th November 2021.
Community Meeting to be confirmed.
Annual Parish meeting March 8th.**

Meeting Closed 22.09
W. Adshead-Grant
Clerk to the Council