**Chignal Parish Council**

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Clerk: Will Adshead-Grant Chair: Lynn Ballard

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Minutes of the Bi-Monthly Meeting of Chignal Parish Council held on Wednesday 28th July 2021 at 7.00pm in the Chignal & Mashbury Village Hall.

2021/297 Chairman’s Welcome

Life returning to near normal. Clubs have started to meet again in the Village Hall and in the playing field. Community Group organising “get-togethers” for younger families on the playing field.

Community picnic on Sunday 5th September – advertised in the Parish News.

Chair Ballard

Cllrs Stainton, Elwick, Towns and Nelson

2021/298 Apologies for Absence

Cllr Lewis.

2021/299 Register of Declarations of Interests and any requests for dispensation

No declarations

2021/300 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.

13 Members of the public in attendance.

Chignal Road – Speed and traffic use has increased since end of lockdown. During lockdown there was an increase of walkers and cyclists. Hollow Lane closing will increase traffic. Potential car on pedestrian incidents. Village Entry Gates supported. Can the Parish Council fund the gates from the reserves / CIL?

Chignal Smealey and Chignal St James. Consider reduction to 30 MPH due to changed use and no pavements. Number of HGV’s using the roads. There has been an increase in littering by people passing through the Parish.

* Can Cllr Steel discuss cost with LHP?
* 30 MPH is default for Urban & Villages: 11 houses in 350 metres; number of incidents (2 in 3 years). ECC will need to do a speed survey to Validate. If houses are set back from the road, it less likely to get a 30 MPH.
* 40 MPH is being extended already as part of the Little Hollows / Persimmon development.
* Closing of Hollow Lane: how will this look and when will this be put in place?
* Chignal Road – could narrow section, e.g., Langleys Corner to Breeds Road, be designated as single track road with passing places?

Littering of fast-food outlet packaging through the village.

Submitted receipt and photos showing some recent littering to the City Council having understood (from customer services) that receipts from a drive through can be used to trace owners/litterers. Clarification from Public Health and Protection Services below on CCC position below:

Chelmsford City Council does not pursue action via receipts through drive throughs. This is due to previous attempts at working with the local restaurants, and their lack of cooperation on the matter as well as not all of them having cameras, and the probability that should the case go to court there are too many variables surrounding the littering incident that it would allow for reasonable doubt in a court of law.

Other authorities do enforce against littering fast food drive thru receipts, but I believe they have an agreement with the local restaurants that allows them to do this, unfortunately now Chelmsford City Council is not one of them.

* Could the Parish Council ask the City Council to reconsider their position and to work in conjunction with local restaurants to reduce the amount of littering on our roads?

State of roads

Reiterate the danger posed to pedestrians, cyclists, horse riders and cars. A pothole, blocked drain and disintegrating edge on a country lane poses significantly more danger to a cyclist travelling at speed, such as the manhole just down from Stevens Farm.

* We would like to be able to meet someone from Highways to discuss the problems. To widen the road would encourage traffic to go even faster so we feel that more passing places are needed, the existing ones are in such bad order that it is hard to use them.
* Why is there no sign to Chignal Smealy yet at Hollow Lane junction?
* Beadles Hall corner, signpost has gone.

I have always said that there will have to be an accident involving serious injury or death before anything is done - and that is borne out in Cllr Steel’s responses to the Chignal Highways Issues paper.

Junction boxes on telegraph poles

The lowering of junction boxes on poles along Chignal Road resulted in 2 days of lost phone and broadband connection as the cable was severed by a hedge cutter. Request to Openreach to put the boxes higher up the poles to prevent this happening again.

* Cllr Steel to investigate if he has an Openreach contact

2021/301 County and City Councillors’ Reports

1. Essex County Councillor Report – Cllr Mike Steel

Flooding of the roads – Essex Highways will inspect in the next few weeks.

Potholes – as long as reported on the highways -report a fault website, they can be followed up

1. Chelmsford City Councillor Report - Cllr Nicolette Chambers

Full Council was planned to take place on 21st July when it was expected 54 members and officers would attend. All safety signage had been removed however, following an increase in the new variant, it was decided to hold the Council meeting on a quorate basis only.

Gyms and leisure centres expected to gradually return to normal. Weddings, including those at Hyland’s House will return to normal too and we are taking bookings for swimming pools.

This year the City Council received excessive noise complaints from pubs which is likely to increase as the rules are relaxed. Domestic abuse has increased during the pandemic giving rise to homelessness; these cases receive a priority for housing. We have seen many evictions following non-payment of rents which appears to be a national problem.

**Tindal Square** Tenders have been sought for the pedestrianizing the square.

**Waterside** The bridge project received planning permission in June

**Beaulieu Station** It is hoped the station will be delivered by December 2025

**HGV drivers** are in extreme shortage, and this is having an impact on refuse services.

**Parking fees** have been introduced in Hyland’s Park.

1. Some councillors have tested positive this week, so remote meetings are taking place

2021/302 Confirmation of the minutes of the AGM and Bi-Monthly meeting of the Parish Council on 04.05.2021

***Resolution The Minutes were confirmed***

2021/303 Note the Orchard sub-Committee minutes of 25th June 2021.

***Resolution The minutes were noted***

**Planning**

2021/304 Planning Decisions:

|  |  |  |
| --- | --- | --- |
| 21/00706/FUL | Woodhall House Chignal Road Chignal Smealy Chelmsford Essex CM1 4SU | Application Permitted |
| 21/00526/FUL | The Marins Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ | Application Permitted |
| 21/00417/FUL | Bridleway Cottage Mashbury Road Chignal St James Chelmsford Essex CM1 4TN | Application Permitted |

2021/305 Planning Applications:

No additional applications.

2021/306Update onBarn Conversions, west of Beaumont Otes Cottage

Meeting held with the planning officer over concerns of discharge of conditions placed on renovation of some current buildings. This has been agreed and the Parish Council will continue to monitor the development of the site.

2021/307 Update on the Three Elms Pub.

The building has been sold but there is not a planning application. Owner of Gardening Express has purchased the site and is seeking advice from CCC planners on temporary change of use to an office, meeting rooms and parking.

2021/308 Update on Gardening Express works to provide on-site car and lorry parking.

This is not a planning application. Update provided by GE on efforts to get cars taken off the road and on to the site. The packing shed was permitted development. Lorries and other vehicles access internally without issues. In some seasons the weather impacts on the internal infrastructure. Most of the planned works will be completed and most vehicles will park on site and customer services will be based at the Three Elms public house.

Residents have commented that in the wet season lorries departing the site are putting mud on the road and creating a hazard and that the original proposal presented to the Parish included a concrete apron to support the business.

**2021/309 Confirmation of Planning Issued - 19/01522/S73.** The Orangery, The Green, Chignal St James, Chelmsford. Variation of condition 2 to approved planning application 19/01522/FUL (single storey rear extension) to include solar panels to roof.

It is noted that Chignal Parish Council’s comments on 19/01522/FUL do not appear on the Planning Portal. For the record, this is the approved response to this application submitted in October 2019:

*“The proposed single storey rear extension is to provide a therapy pool. No information is provided in the application on the drainage arrangements for the pool. There are concerns about possible chemical pollution from wastewater draining into the River Can.*

*Permission was granted earlier this year for an 8m x 5m flat roofed white rendered building to provide storage and a garden room (19/00275/FUL) for The Orangery. It is noted that this proposed building is not shown on the drawings accompanying this planning application. This building is large in relation to the garden area at the rear of the house. The proposed rear extension to the house plus this garden building would together form an almost continuous 16 meters of solid wall immediately adjacent to footpath 24. The proposed rear extension and the outbuilding would also be visible from bridleway 33 which links The Green to Pengy Mill.*

*The Orangery is close to the water meadows bordering the river Can in an area of local landscape value which has a high sensitivity to development. The Chignal Villages Design Statement, (Page 21) recommends that developments such as extensions should not fill the available space as it is important in a rural community to provide views of the countryside beyond. The cumulative effect of the garden building and the rear extension is overdevelopment of this site.*

*If the rear extension was to be approved, this should be on condition that the garden building (19/00275/FUL) should not be developed. In addition, the therapy pool should be used only for purposes incidental to the enjoyment of the residents of ‘The Orangery’ and as such, shall not be used for any trade, industry, or other use whatsoever.*

***The Parish Council would recommend refusal of this application unless the above conditions are imposed”.***

The Parish Council also questioned whether the Environment Agency had commented on the application regarding possible pollution of the River Can as this stretch of the river is tested on a regular basis.

About this current application for a Variation to Condition 2 to include solar panels in the roof of the single extension, the Council would have no objection to the installation of the panels as they would not be visible from the front of the building. However, we would wish to question the method of surface water disposal for the rainwater from the roofs of this extended large property and of the hydro pool water. It has been noted that over the last 8 years during which time these extensions were built, there have been considerable problems with excess water in adjoining paddocks. One drainage solution to managing this excess surface water could be through the construction of a large soak away in the paddock which forms part of The Orangery.

**Recommendation: Approval subject to a further condition on the installation of an appropriate means of disposing of the large amounts of surface water from the roofs and the therapy pool water.**

**2021/310 Confirmation of Planning Issued-Planning Application Number 20/02039/FUL.** Woodfall, Chignal Road, Chignal Smealy Chelmsford CM1 4TA. Part single, part two storey rear extension with balcony. The insertion of two first floor side windows and a ground floor side window.

This is an amended planning application which removes the residential annexe, (formerly described as a bungalow) from the previous proposals and the red lines on the site location plans have been amended.

The Parish Council would wish to reiterate its comments in relation the application 20/02039/FUL as now amended.

The property “Woodfall” is situated close to Grade 2\* listed St Nicholas Church and a picturesque cricket ground. Twenty-five per cent of the buildings and structures in this small rural hamlet are listed, creating a distinctive period feel with many of the properties owing much to Chignal Smealey’s brick making heritage.

This application is for a rear extension to the property to form a large kitchen area, 7m x 7m, providing an additional 50sqm of accommodation on the ground floor, with a large en-suite master bedroom and a same sized rear roof terrace, (with high brick sides) above.

The Chignal Parish Plan, 2016, includes a Key Task to “support residents to improve their homes and stay in the village” and this is amplified in Objective 20, “to support opportunities for residents to improve their homes or move to other properties in the Parish because of down-sizing, setting up new households or requiring additional care in line with the (VDS)”. However, there is no justification provided by the applicant to support this large extension to the property.

Two storey rear extension with a further single storey extension with balcony above

The Chignal Villages Design Statement (VDS) gives guidance on house extensions, Page 20, “extensions should be sympathetic to the property and in harmony with the surroundings”. In addition, “extensions should not unduly affect adjoin residents and should not completely fill the available space, as it is important in a rural community to provide views of the countryside beyond and thus avoid the urbanisation of the street scene”.

The property “Woodfall” has already been extended to the front and rear. These extensions and square dormer window have resulted in a lack of harmony in the overall appearance of the house, (particularly the side elevations). This lack of design balance would be exacerbated by the proposed rear extension to the ground floor and the large amount of brickwork that would be added to the side elevation to enclose the sides of the terrace above it. This is to give an element of privacy to both the occupants and neighbours. To lessen the impact of this unrelieved brickwork, alternative and softer materials could be considered, such as boarding or cladding, obscure glass balustrade, or with some relief details included in the brickwork, which would improve the view from the neighbouring properties either side of “Woodfall”.

It is that noted that, as would be expected, all materials used for the rear extension would match the existing building. The existing glass block panel in the dining room and on the East elevation of the main house is removed and replaced with a glass window to match the others. As this window is only 1m away from the boundary of the neighbouring property, “Hunters End”, obscure glass should be fitted to prevent overlooking.

Chelmsford Local Plan policies relevant to this application

**Policy DM11 Extensions to existing buildings within the green belt, green wedge, and rural area.** Within the Rural Area the extensions must not adversely impact on the identified intrinsic character and beauty of the Rural Area. In all designations, the extension or alteration must not be out of keeping with its context and surroundings or result in any other harm.

**Policy DM29 Protecting Living & Working Environments.** Development proposals must safeguard the amenities of the occupiers of any nearby residential property by ensuring that development is not overbearing and does not result in unacceptable overlooking or overshadowing. Development must also avoid unacceptable levels of polluting emissions unless appropriate mitigation measures can be put in place and permanently maintained.

Recommendations

This amended application should be **REFUSED** on the following grounds:

The impact of the rear extension to Woodfall is out of keeping with its context and surroundings in the hamlet of Chignal Smealey and will impact on the views of the neighbouring properties (as described above), contrary to Policy DM11 and DM29. The application could be resubmitted with more design details included, especially with improvements made to the appearance of the side elevations of the house.

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**Finance**

2021/311 Account Balances: Cheque Account £ 4,089

Income £30 Donation – Orchard

£50 Donation – Orchard

£80.25 – VH return of Grant Balance.

Saving Account £ 43,357

Orchard Account £412.01

Cil Account £22,800

Parish Reserve £20,145

Total £ 47,446

2021/312 To approve Cheques to be signed and issued:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **cheque** | **Details** | **Total** | **Budget  heading** |
|  | **no** |  |  |  |
| 06.05.2021 |  | BANK CHARGES | £2.00 | bank |
| 07.06.2021 |  | BANK CHARGES | £2.00 | bank |
| 20.06.2021 | 100978 | Business Services at Cas - Insurance | £212.27 | Insurance |
| 20.06.2021 | 100979 | Cllr Lewis - Expenses | £79.31 | Reserve |
| 20.06.2021 | 100980 | Clerk - May wages | £103.71 | Salary |
| 20.06.2021 | 100981 | Clerk -June wages | £121.70 | Salary |
| 20.06.2021 | 100982 | HMRC | £26.00 | PAYE |
| 20.06.2021 | 100983 | HMRC | £26.00 | Paye |
| 20.06.2021 | 100984 | Essex pension fund | £127.67 | Pension |
| 20.06.2021 | 100985 | Essex pension fund | £127.67 | Pension |
| 28.07.2021 | 100986 | PAYE | £25.80 | Paye |
| 28.07.2021 | 100987 | ealc training | £216.00 | Training |
| 28.07.2021 | 100988 | CHELMSFORD DBF | £141.44 | Newsletter |
| 28.07.2021 | 100989 | JCM **Cheque Held** | £492.00 | CIL |
| 28.07.2021 | 100990 | RCCE | £52.80 | RCCE |
| 28.07.2021 | 100991 | Clerk | £103.91 | Salary |
| 28.07.2021 | 100992 | Essex pension fund | £127.67 | Pension |
| 28.07.2021 | 100993 | Clerk – For New Laptop – Parish Asset | £599.99 | Reserve |
|  |  | **Total** | **£3207.71** |  |

***Resolution The Cheques were approved***

2021/313 Confirmation that the Clerks appraisal took place and objective setting for the year 2021-2022. The Clerk Achieved a Satisfactory rating and an increase of spinal point from Sp14 - £12.00 to Sp15 - £12.24 per hour is recommended by the Committee backdated to the 1st of April 2021.

***Resolution This was confirmed***

2021/314 After a review of the workload of the Clerk comparing the initial 2017 demand on time with the last 12 months the Committee recommends an increase of 1 hour per week. This takes the hours from 4 hours a week to 5 hours a week. Backdated to 1st April 2021.

***Resolution This was approved***

2021/315 Review of the Bi-monthly bank reconciliation

***Resolution This was approved at £0***

2021/316 Discuss and explore options for a provider of online banking.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bank** | **Based** | **Branches** | **Pay in Cheques** | **Online Cost** | **Cheque Cost** |
| Trodos | UK - Bristol | No | Post | 60p per online payment in. 30p per online payment out | 60p per unit |
| Unity Trust Bank | UK - Birmingham | No | NatWest or Post | £6 per month | £0 |
| Barclays | UK - London | Yes | Branch | No Cost | £0 |

***Resolution Recommendation of RFO accepted of no cost internet banking with Barclays.***

***Resolution RFO to Issue a document to support how to get online with Barclays.***

2021/317 Review the Internal Auditor report and discuss the recommendations.

* Adjust appropriately the year end bank reconciliation for the unpresented cheque for £267.20 dated 04/09/2020.
* Review the Clerk’s contract of employment during 2021/22.
* The asset register arrangements are reviewed during 2021/22 with consideration being given to showing assets which are insured and for how much, which is normally replacement cost.
* Posting a Copy of the 2020 Notice of “Public Rights…”

***Resolution The cheque has been written back in to the 2021-2022 accounts***

***Resolution Clerks Contract was reviewed during appraisal with no issues raised.***

***Resolution Asset Register was reviewed but will be updated to show insurance / replacement cost***

***Resolution It was noted that the Notice was issued in line with the statutory requirements.***

2021/318 To Consider the Grant request from the Community Group.

***Resolution Approved.Invoice for the meetings to be submitted to the Parish Council by the Village Hall.***

2021/319 Representatives’ Reports: to discuss and debate any items.

1. Little Hollows / Copperfield Place Liaison - Cllr Elwick

Little Hollows completed. Road adoptions and lighting being reviewed by Essex Highways. If Highways approve, they will take over the maintenance of the roads, pavements and lights. The Street lights will then switch off at midnight.

Persimmon – Copperfield Place – Phase 1 (in Chignal Parish)

3 or 4 houses left to be completed. Foundations already established. Roads, footpaths, and lighting will need to be agreed with Persimmon before taking on.

Hollow Lane – To close – just waiting date

40MPH extension – Just waiting date

New residents in Phase 1 have received the Parish Footpath guide and Chignal News and will be embraced by the Parish.

1. Playing Field - Cllrs Elwick, Towns and Nelson
   * + - Car Park security post has been damaged. A new post has been secured and will be installed.

The Welcome/Information board will promote responsible use of the various facilities available in the playing field.

* Oak Gazebo – this has a slight issue with a thin oak batten at the front of the seat and needs some additional rework. Shire Oak will repair / replace in the next few weeks.

1. Village Hall Liaison - Cllr Towns

* Progress report on construction of the storage building

Some restrictions on storage for insurance cover.

Electricity being installed.

Parish Council contents will be under own insurance.

Lease to be drafted for Parish Council to use on a peppercorn basis.

* Hall has been open several weeks for use.

1. Community Engagement - Cllrs Nelson and Stainton

* Digital footprint – Website – how do we improve? Facebook page, campaign to get new residents involved.
* Surveys and Views for increase community involvement
* Link in with the Parish news.

1. Community Safety – Cllr Lewis

* Update on installation and policy for collecting and using data from security cameras to deter fly tipping and other crimes. A policy has been drafted and is currently under review with Chelmsford City Council.
* Maintenance of the defibrillator at the Village Hall Car Park. Registered with another organisation to ensure organisations are aware.
* Annual Litter Pick – Potentially in August

1. Highways (include Hedges) - Cllr Ballard, Towns and Elwick

* Update on responses from Essex County Councillor to issues raised on highway drainage, verge and road surface damage, road signs and road names across the parish
* Update on permanent extension of 40mph signs on Chignal Road, north of Hollow Lane – confirmation of dates awaited
* Update on proposal to restrict vehicle access to Hollow Lane – confirmation of dated awaited.
* Discuss actions on the incorrect road names being used in the Parish – ECC use google maps for road closures. Several errors in the data when compared to local knowledge and the Electoral register.

1. ​Footpaths/Bridleways – Cllr Nelson and Cllr Towns

* Consider measures to promote the Countryside Code and support landowners.
* Maintenance of Bridleway access to Pengy Mill – recorded thanks to Tarmac site manager and local farmer for carrying out works to improve the surface of this bridleway.
* Footpath 30 with some obstructions. Review by Chelmsford City Council due within the 6-month limit.

1. Tree Warden - Cllr Ballard

* Approval of Chignal Road tree planting scheme – extension from the current trees at Copperfield Road junction: 25 native trees at a cost of £3750 (+vat) from CIL funds

***Resolution The expenditure was approved***

I) Countryside conservation and climate change Cllr Ballard, Lewis, Nelson, and Stainton

**(Inc Friends of Nature Park)**

2021/320 Consider local actions to mitigate the impact of climate change and improve biodiversity:

* report of meeting with the City Council’s Climate Change and Ecological Emergency Ambassador.
  + Chignal applauded for the Bird box initiative, the Orchard and tree planting schemes.
* agree agenda for the Community Meeting on Climate Change on Sat 2 October 2021
  + Short term options and some long-term ideas and guidance.

2021/321 Update on the “Friends of Nature Park” scheme to manage access to the restored landfill site, Chignal St James

Managing access to the area. Several people have signed up to the Charter.

2021/322 Update on renovation and repairs to the Telephone Box in Chignal Smealey by BT.

Confirmation the Phone box has been painted by BT.

The item will now be closed.

2021/323 Items for the next Agenda

* Highways Paper
* Climate Change
* Three Elms
* Beaumont Otes Barns

**Meeting closed 20:50**

**Next Monthly Meeting Monday 13th September 2021 @7PM**

**8th November 2021.**

**Community Meeting booked for Saturday 2nd October 2021.**