

## **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](http://e-voice.org.uk/Chignal-Parish)

Vice Chair: Linda Nelson

Facebook: [Chignals & Mashbury Community page](#)

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The Minutes of the Bi-Monthly Meeting of the Chignal Parish Council on Monday 10<sup>th</sup> January 2021 at 7.30pm in the Chignal & Mashbury Village Hall

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### **Governance**

#### 2021/368 Chairman's Welcome

Well done to the Village Hall Committee for keeping the hall open. Good turnout for the Monthly Coffee Mornings held on the 1<sup>st</sup> Wednesday of the month.

Chairperson Cllr Ballard

Cllrs Elwick, Stainton, Nelson, and Towns.

#### 2021/369 Apologies for Absence

Cllr Lewis

#### 2021/370 Register of Declarations of Interests and any requests for dispensation

Nothing declared

#### 2021/371 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.

Two members of the public attended.

A question had been raised by a resident concerning private residents parking signs on the lane alongside The Green, Chignal St James.

#### 2021/372 County and City Councillors' Reports

- i. Essex County Councillor Report – Cllr Mike Steel

### **Locality Fund**

So far, I have allocated £5,800 of my Locality Fund. Please contact me if you know of any worthy causes that can spend the amount before end March 2022.

As a reminder, any proposal needs to be spent by end March 2022 and benefit the community.

There are three main ways:

–making a grant to a registered charity, a parish council or a properly constituted community or voluntary association for the purposes of a specific service or project in the Division(s).

–buying goods or services; or

–commissioning services from ECC.

There must be no ongoing maintenance liability unless someone agrees to pay

If you want to make a proposal, I need some info to help me make the submission. They will then contact you.

- Name and contact details for organisation
- If you have any involvement with the organisation
- Amount and purpose of funding
- How will this proposal provide specific benefit to communities in the electoral division you represent?
- Climate change impact of the proposal

### **Climate Action Challenge Fund**

Voluntary and community sector organisations, community groups and schools in Essex can apply for up to £20,000 of funding to deliver activities that respond to key climate challenges in Essex.

You can apply by completing our [application form \(DOCX, 238kB\)](#) and emailing it to [climate.challengeprize@essex.gov.uk](mailto:climate.challengeprize@essex.gov.uk).

Our [guidance notes \(PDF, 167kB\)](#) explain more about the objectives of the fund and how to complete your application.

Funding is available until 31 March 2023 or until funds are fully allocated – whichever comes first.

### Hollow Lane

Thank you to Cllr Elwick for contacting Persimmon and trying to get a date out of them as to when Hollow Lane will be closed. Given paperwork, etc, they are saying w/c 10<sup>th</sup> Jan 22 with works taking 2 weeks.

This has now been confirmed by ECC Highways with a completion date of 21<sup>st</sup> Jan 22.

### LHP Status

A sub-committee of the Chelmsford LHP, comprising five members including myself, met on 17<sup>th</sup> Nov 21, to propose schemes for the funded budget of 22/23. These were presented to the full LHP committee (14 Cllr members) 16<sup>th</sup> December, who supported that view. However, final decision is not confirmed until the March 22 meeting when budget amount will be known, so it may change.

I am attaching a report I have produced which captures this provisional position for all the Broomfield and Writtle division, sectioned by Parish area. It may be of interest to see the latest status of your own schemes as well as ones in adjacent parishes.

Chignal							
Funded 22/23 - design, implementation following year	Breeds Road/Woodhall Hill, Chignal Smealy - Gateway	Village Gateway improvements	Traffic Management	Design	LCHE212 007	£4,000.00	Validation - May need land for the scheme so recommendation is Design/Land Year 1 and Implementation Year 2 at (£6,500)
Awaiting Funding - subject to Gateway impact	Woodhall Hill, Chignal Smealy - 30mph	Reduction from 40mph to 30mph	Traffic Management	Validation	LCHE212 017	TBC	2017 speed data - 40mph posted speed - Southeast bound -28.8mph & Northwest bound 34.2mph, Good compliance to 40mph. Suggestion is for Village Gateways under LCHE212007 to be progressed and then repeat automatic traffic count

The Chelmsford LHP budget for 21/22 is £500K base + a discretionary £200K. It is not known yet if the discretionary £200K will be available for 22/23.

- Chelmsford City Councillor Report – Cllr Nicolette Chambers  
No report

2021/373 Confirmation of the minutes of the Bi-Monthly meeting of the Parish Council on the 8<sup>th</sup> of November 2021

***Resolution The Minutes were confirmed***

2021/374 Note the Orchard sub-Committee minutes of 6<sup>th</sup> Jan 2022.

***Resolution The Minutes were noted***

2021/375 Update on the Chelmsford Governance Review Final Consultation

City Council's Governance Committee on 2<sup>nd</sup> February 2022 to draft final review recommendations prior to consideration by Full Council on 23<sup>rd</sup> February.

### Planning

2021/376 Planning Application Updates:

<a href="#">Reference</a>	<a href="#">Address</a>	<a href="#">Status</a>
21/02170/FUL	The Three Elms Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ	Application Permitted
21/05254/TPO	The Old School Mashbury Road Chignal St James Chelmsford Essex CM1 4TS	Application Permitted
20/00121/S73	Land And Buildings West of Beaumont Otes Cottage Chignal Road Chignal Smealy Chelmsford Essex	Application Permitted

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## Finance

2021/377 Account Balances:

<b>Current Account</b>	<b>£1,555.51</b>
<b>Reserve Account</b>	<b>£ 40,359.09</b>
Orchard Account	£469.87
Cil Account	£22,800
Parish Reserve	£17,089 (£3750 tree grant paid from this reserve)
<b>Grand Total</b>	<b>£ 41,914.60</b>

2021/378 To approve Payments (online):

04.11.2021		BANK CHARGES	£2.00	bank
21.11.2021	101015	Village Hall – ANNUAL RENT OF STORAGE SHED	£20.00	Reserve
21.11.2021	101016	DM PAYROLL	£120.00	Salary
09.12.2021		HMRC – PAYE	£36.60	Paye
09.12.2021		Essex pension fund	£144.40	Pension
09.12.2021		Clerk Salary	£147.16	Salary
09.12.2021		Chelmsford DBF	£203.66	Newsletter
03.12.2021		CCC – Tree planting Copperfield Road	£3,750.00	Reserve
06.12.2021		BANK CHARGES	£2.00	bank
09.12.2021		Cllr Elwick -	£73.65	Reserve
20.12.2021		Imperative training – defib	£57.00	Reserve
11.01.2022		Essex pension fund	£148.98	Pension
11.01.2022		HMRC	£36.80	Paye
11.01.2022	DD	Information Commissioner's office	£35.00	Reserve
11.01.2022		Clerk Salary & Expenses	£155.24	Salary
<b>Total</b>			<b>£4,932.49</b>	

**Resolution**    **The payments were approved**

2021/379    Review of the Bi-monthly bank reconciliation

**Resolution**    **The reconciliation was approved**

2021/380    Update on online banking with Barclays Bank  
Three signatories are online.

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## Reports and Updates

2021/381    Consultation on proposed Community Projects: residents' questionnaire included in Chignal News

Only four responses received. Highest priority village entry gates and low carbon community heating. The development of these projects and other potential community projects to be discussed during the next Parish Coffee Morning.

2021/382      Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison – Cllr Elwick  
1<sup>st</sup> Phase Copperfield Place complete. Trees have been planted around the pond area.  
Persimmon's trees planted last season have died. Hedges have not been planted.  
Several posts and only a few signs have been installed.
- B) Playing Field – Cllrs Elwick, Towns and Nelson  
The brass plaque has been installed inside the gazebo.
- C) Village Hall Liaison – Cllr Towns  
The Hall is open, and parties and clubs are meeting again.  
The Village Hall applied for an awning 7m x 4m under Covid safety funding through RCCE, plus air hand driers and a floor scrubber.
- D) Community Engagement - Cllrs Nelson and Stainton
- I. Report on Parish Facebook Page – Mock-up for the next Coffee Morning
  - II. Update on the website review – waiting for contact with web designer
  - III. Update on the tender of the Printing of the Parish News. Re-engage with the printing suppliers and look for other printing companies. Discuss outcomes at the Coffee Morning on the 2<sup>nd</sup> of February.
  - IV. Approval to attend EALC training on Facebook for Parish Councils 1<sup>st</sup> March at a cost of £90 (+Vat) – Cllr Nelson to be booked on the course.
  - V. Facebook Messages to be monitored by the Clerk - the Clerk in principle is happy to undertake this work once the site is launched.
- E) Community Safety – Cllr Lewis
- I. Parish Litter Pick – agreed Saturday 5<sup>th</sup> March 2022.
  - II. Update on security cameras to deter fly tipping. Potential grant from the Crime Prevention Fund, (collaborate with rural communities and partners to understand rural communities and their issues to prevent crime). Deadline for applications is 13<sup>th</sup> February 2022.
- Resolution      approval to seek funding.**
- III. There are grants available from the Chelmsford City Council Crime Prevention group and it might be worthwhile applying for up to £500 to buy trail cameras with Wi-Fi capabilities. The difference between our cameras and the Wi-Fi enabled cameras is that you can check the cameras are working and their battery life by using a phone connection if within 20m.
  - IV. The spare defibrillator pads have been bought and are in the defibrillator cabinet, they will need to be replaced in June 2024.
- F) Highways (include Hedges) - Cllr Ballard, Towns and Elwick
- I. Sections of parish roads liable to flood reported to Essex Highways
  - II. Follow these up with Councillor Steel
- G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns

Britton's Hall Farm footpath enforcement action: contact Cllr Chambers for an update.

H) Tree Warden – Cllr Ballard

- I. Chelmsford City Council Green Grant funding of £3,750 awarded to cover cost of trees planted at Hollow Lane junction. Planned bulb planting in Autumn 2022.

I) Countryside conservation and climate change (Inc Friends of the Nature Park)  
Cllr Ballard, Lewis, Nelson, and Stainton

- I. Approval to purchase replacement chain and padlocks for the Friends of the Nature Park £55.00
- II. More people joined so total greater than thirty people who have access. The combination locks and chains have been replaced on the two small gates.

2021/383 The Queen's Platinum Jubilee celebrations: update

The Parish Council is in discussion with the Chignal & Mashbury Community group about a potential Bring & Share Lunch on 5<sup>th</sup> June combined with the dedication of a "Queen" apple tree in the Community Orchard and other activities on the playing field, such as croquet . The next meeting of the Village Hall Committee will also consider possible involvement in the Jubilee celebrations.

2021/384 Items for the next Agenda

- Update on Community Engagement
- Update on the Chelmsford Governance Review
- Car parking around The Green
- Update on Hollow Lane closure
- Update from Cllr Lewis on grants for security cameras
- Feedback on additional quotes for printing the Parish News
- CIL Application from the Orchard Committee
- Additional projects for the community

**Next Bi-Monthly Meeting Monday 14<sup>th</sup> March 2022**

Next Meetings

Monday 14<sup>th</sup> March 2022  
Monday 9<sup>th</sup> May 2022  
Monday 11<sup>th</sup> July 2022  
Monday 12<sup>th</sup> September 2022  
Monday 14<sup>th</sup> November 2022

**Meeting Closed 21:15**

**Will Adshead-Grant**

**Clerk to the Council**