

# **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

The Minutes of the Annual General Meeting and the Bi-Monthly Meeting of the Chignal Parish Council on Monday 9th May 2021 at **7.30pm.**

## **Governance**

### 2022/404 Election of the Parish Council Chairman

Cllr Ballard was elected

### 2022/405 Signing of the Declaration of office by the Chairman.

The Paperwork was signed, and counter signed by the Proper officer.

### 2022/406 Election of the Vice-Chairman

Cllr Nelson was elected

### 2022/407 Chairman's Welcome

Due to the high turnout, it was decided to defer some items as appropriate

### 2022/408 Apologies for Absence

No absence

### 2022/409 Register of Declarations of Interests and any requests for dispensation

No declarations

### 2022/410 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.

### Thirty-two members of the public attended.

Item 2022/427 Biggest challenge facing the Chignals. The loss of our natural environment and wildlife. The swathe has several pinch points in it. This is a voluntary consultation before a statutory consultation in 2023. The Best parts of the Countryside to be highlighted. Potential to highlight this Parish and area.

Can the cable be run through the sea to Tilbury, and it does not affect anyone?

A more detailed map would be better to give an idea of the exact proposed route.

Everyone must comment before June 16<sup>th</sup> regardless of the comment as volume of complaints will make an impact on this proposal.

A Group of 10 MP's are against this Plan – Our MP is currently not one of these ten.

Electricity Pylons come with a health risk and are not good for our views – what are the proximity health risks? 50Hz – this is low frequency, but we can expect a continuous hum of noise.

### 2022/411 County and City Councillors' Reports

- i. Essex County Councillor Report – Cllr Mike Steel

## **Homes for Ukraine Scheme Update 06.05.22**

### **Key figures:**

- The latest data indicates there have been 1,121 requests from Ukrainians with 759 sponsors in the ECC area. Currently, 16% of ECC area sponsors have Ukrainian guests who have arrived.

#### **Finance update:**

- The finance position remains unchanged from last week.
- Districts are arranging the £200 payments to guests as soon as they are advised that they have arrived (methods currently vary, until prepaid cards are up & running)
- Districts will initiate the £350 thank you payments in arrears (backdated to when guest(s) first arrived), where sponsors have completed a request for the payment and once the housing checks have been successfully completed.

#### **Health Group update:**

- A primary care guidance document that outlines likely health issues can be accessed here: <https://www.gov.uk/government/publications/arrivals-from-ukraine-advice-for-primary-care>
- Access to dentistry is being raised as an issue and we await guidance from NHS colleagues.

#### **Housing Assurance/Safeguarding update:**

- We are continuing the assurance process for accommodation safety checks and DBS checks. Refinements to current processes are being made where possible. As at 05.05.22, 60% of sponsors with guests have had checks started (accommodation and/or DBS/safeguarding).
- Static caravans – a change to the joint housing policy has been made, with static caravans now allowed as accommodation, where they are located on sites which are open all-year-round.

#### **Ports of Entry update:**

- Stansted – an average of 369 Ukrainians has arrived through Stansted over the past 4 days.
- Most arrival transit to their onward destinations, although some require help at the airport as anticipated.
- Food vouchers have been handed out.
- Ukraine arrivals hub is fully staffed.
- CVS Uttlesford have now taken over from the British Red Cross staffing the arrivals hub/welcome point.
- Harwich – in the last seven days twenty-one arrivals have been logged, although many are lorry drivers rather than people seeking accommodation.
- Southend Airport – no arrivals yet.

#### **School places for Ukrainian children:**

- FAQs have been updated as per the notes below:
  - All schools have been communicated with to confirm that children from Ukraine have the right to access a school place in the normal way. We are aware of a number of schools who have already received applications and are admitting children. Schools have also been advised about the additional funding from central government to support the needs of Ukrainian children.
  - All families arriving from Ukraine will need to follow the [established process for mid-year school admissions](#).
  - We continue to work closely with schools to ensure that all children are placed in schools within a reasonable distance from their homes.
  - The educational needs of all children living and arriving in Essex remains our top priority and we will continue to support both families and schools with school admissions along with other needs the families may have.

#### **Sponsor Packs and Comms**

- All of the translated versions of packs (in Ukrainian and Russian) for Ukrainian guests are now available online here [Ласкаво просимо до Ессексу: інформаційні матеріали для гостей - Essex County Council](#)
- Paper versions for distribution via district/borough/city council teams will be available from next week.
- FAQs on the ECC website are being updated on a weekly basis. The latest set is here: [Information for sponsors welcoming a Ukrainian person or family: Homes for Ukraine scheme - Overview - Essex County Council](#)
- Guidance is still awaited from DLUHC on the process for re-matching Ukrainian guests if arrangements with initial sponsors break down.
- General information and updates are available here: [Essex stands with Ukraine: what you can do to help - Essex County Council](#)

### **East Anglia GREEN – from Norwich to Tilbury**

This project is nationally decided with ECC and CCC consultees.

I attended a briefing session for ECC Cllrs. There was also a similar one for CCC Cllrs.

With the North Sea offshore wind farms, there is the need to transport the power to London. The Project comprises:

- 60 km new 400 kV overhead line between Norwich and Bramford (AENC in NOA)
- 120 km new 400 kV overhead line between Bramford and Tilbury (ATNC in NOA)
- underground cables through Dedham Vale AONB
- new 400 kV substation, to be connected into the new Bramford – Tilbury circuit, to
- connect North Falls and Five Estuaries

#### **Timescales:**

Non-statutory consultation briefing	21 April to 16 Jun 2022
Statutory consultation briefing	April to Jun 2023
DCO Application submission	Dec 2024
DCO Examination and decision	2025 to 2026
Construction starts	2027
Fully Operational	From 2031

There are two ‘consultation zones’ • Primary consultation zone (PCZ) – extending for approx. 1 km from edge of preferred corridor

• Secondary consultation zone (SCZ) – extending for approx. 4 km from edge of referred corridor

They will seek to raise awareness of the project and public consultation with stakeholders across both zones through the broad dissemination of information.

And will directly target stakeholders within the PCZ, while promoting more widely beyond that.

to book an appointment at an ‘ask the experts’ session, sign up for an online seminar or speak to the project team, use:

- **Website:** [nationalgrid.com/east-Anglia-green](http://nationalgrid.com/east-Anglia-green)
- **Email:** [EastAngliaGREEN@nationalgrid.com](mailto:EastAngliaGREEN@nationalgrid.com)
- **Call:** 0800 151 0992

There are twelve consultation events planned to end May, with the at Writtle Village Hall, Tuesday 24th May 11am to 5.30pm,

The ECCs response is being collated by the Growth and Development Team and they have reached out to internal stakeholders and asked for their views on the project (Highways, Flooding, Socio Economics, Landscape, Ecology etc) and once received will be incorporated into a single response. I have also met with the Cabinet Member for Infrastructure, and made it clear I want to be part of this.

I have also talked to Head of Planning at City Council to gather their views as they will be making comments. I know an option to run the pylons to the East of Chelmsford was considered by GREEN, but they say that there are pylons already at that side a (which will all be beefed up to carry more voltage – but not enough) and the new lines would need to cross the old ones – which can’t be done.

It is early days yet, and I think many of the Cllrs are still getting to grips with the scale of this. I know pylons will be far cheaper than underground, and underground needs 100m wide trenches, due to the high voltage and the need to cool and disturbs the land for a decade. The coastline is protected, so pylons cannot be used there. I have heard some organisations/people pushing a sea route/underground. I do not know how practical that is.

I have also joined the North and West Chelmsford parish Planning Group who are considering how to respond.

### **Digigo**

I attended the launch of Digigo 13<sup>th</sup> April, which is service being piloted by Essex County Council for an initial two-year period in two separate operational areas – Braintree and Chelmsford.

The service comprises six electric minibuses operating from the Braintree GRIDSERVE electric forecourt. Using the app, passengers select their pickup and drop off points, and the system automatically calculates the route, catering for any pickups along the way. The app displays ‘virtual stops’ near to the pick-up locations, meaning that passengers are just a short walk away from pick-up.

We all are concerned by reducing bus services because they struggle to operate with increasing costs and reducing custom, with empty large buses being unsustainable.

I cannot emphasise how much Didigo represents the solution, with on demand bus journeys, at affordable charges (and concessionary passes are accepted)

As an example, if you need to get to Broomfield Hospital for 10am, you book your journey via the app (telephone booking is available) and they tell you where they will pick you up, to get you there in time.

I have asked some of my Parish Councils in the coverage area if they would like a roadshow event on this. Chignal Parish Council are the first and I have arranged for Digigo to be at their next coffee morning, 10am 1<sup>st</sup> June. If any others want similar, please let me know.

For more info - [www.digigo.uk](http://www.digigo.uk)

### **RideLondon**

All Parish Councils were invited to a presentation organised by EALC on the 23<sup>rd</sup> of March 2022.

In addition, I arranged 1:1 presentation to the 3 Parish Councils in my division which are directly affected by the route running through their parish - Great Waltham, Chignal and Writtle.

I arranged two “drop-in” sessions, one in Great Waltham, one in Writtle – for the 11<sup>th</sup> and 12<sup>th</sup> April at the Parish Offices 4pm to 7pm. These were staffed by RideLondon and ECC and they were able to answer more detailed questions about specific access arrangement. I invited all the “land-locked” businesses in my division, broadcast the drop-ins on all my local community social media places and personally leafleted some houses on the route.

I have made my objections known to the Leader of ECC and the Highways Cabinet Member. Whilst I understand the objective of promoting cycling, the disruption outweighs any benefit.

They have taken on board my concerns and have committed to a consultation after the event. I am told that whilst this is planned as an annual event for 5 years, it has not been contractually formalised, including the future routes

I have requested that Hollow Lane be opened for the 28<sup>th</sup> and 29<sup>th</sup> May so that the Little Hollows Lane estate is not trapped in (by car)

### **Beaumont Otes Barn**

I have once again brought this to the attention of City Council Planning Enforcement.

They have stated that a number of allegations have been raised to the Council suggesting that a number of other buildings (in addition to buildings C and G) have been demolished and are being rebuilt.

Building C (unit 3 and 4) collapsed earlier this year and CCC Planning are awaiting a subsequent planning application. Building G (unit 8) was granted consent to be re-built following its collapse before Christmas (ref. 20/00121/S73).

The site has been re-visited and at this time it was considered that a large portion of the building works being undertaken were not being carried out in accordance with the approved plans.

As such, the Council requested that the developer cease all works immediately.

The developer was cooperative to this request and confirmed he was urgently working on a new application to seek to obtain consent for any deviations that have occurred. The Council still awaits the submission of this application and understand it will be submitted imminently.

Following the Council's instruction to cease works, the Council's Principal Heritage Officer Michael Hurst visited the site on the 22 April. Michael determined that he was satisfied that building works could continue to buildings A, D, E and G.

CCC will seek to consider the materials used to building G (unit 8) in the coming days and send a further update at the right time.

Cllr Chambers will handle further reports on this as she is the City Cllr for the area.

ii. Chelmsford City Councillor Report - Cllr Nicolette Chambers

CCC inspect the properties for housing the refugees. Influx of refugees – Ukrainian and some Afghan. Eighty-eight refugees in Chelmsford. Break down in London with language and visas. Many have left their abode and have gone on to the streets.

Covid-19 in the city is around 1 in 13 people. Council staff – where possible - working from Home to keep them safe and the Council working efficiently.

NE bypass planning 2023. Tindal Square redevelopment. Reduced grass cutting to enable biodiversity.

2022/412 Confirmation of the minutes of the meeting of the Parish Council on 14<sup>th</sup> March 2022

**Resolution** **The Minutes were confirmed**

2022/413 Note the Orchard sub-Committee minutes of 27<sup>th</sup> April 2022

**Resolution** **The Minutes were confirmed**

2022/414 Review and Adopt the Standing Orders – Clerk.

**Resolution** **Defer to the next meeting**

2022/415 Adopt the Financial regulations – Clerk.

**Resolution** **Defer to the next meeting**

2022/416 Reappoint the internal auditor – Maurice Howard.

**Resolution** **Appointment approved**

**Post Meeting** **Alternative arrangement to be made by the Clerk.**

2022/417 Review and approve the asset register – The Clerk.

**Resolution** **Defer to the next meeting**

2022/418 Review and approve the risk assessments – The Clerk.

**Resolution** **Defer to the next meeting**

2022/419 To Review and approve the Terms of Reference and Membership of the Parish Council Committees.

- a. Orchard Committee. *Members: Cllrs Lewis and Ballard - continue*
- b. Staffing Committee. *Members: Cllr Nelson, Towns and Ballard - continue*
- c. Planning Committee. *Members: All members*

2022/420 Review and confirm representative areas of responsibility

- Little Hollows / Copperfield Liaison – Cllr Elwick
- Playing Field – Cllrs Elwick, Towns and Nelson
- Village Hall Liaison – Cllr Towns

- Community Engagement – Cllrs Nelson and Stainton
- Community Safety – Cllr Lewis
- Highways (include Hedges) – Cllrs Ballard, Towns and Elwick
- Footpaths/Bridleways – Cllrs Nelson and Towns
- Tree Warden – Cllr Ballard
- Countryside Conservation / Climate Change – Cllr Lewis, Nelson, Stainton, and Ballard

2022/421 Confirmation of arrangements for insurance cover in respect of all insurable risks. Community Action Suffolk and Royal Sun Alliance. £212 approved.

To note: - A Marquee is stored in the Village Hall Shed

2022/422 Review of the Council's complaints procedure  
**Resolution** **Defer to the next meeting**

2022/423 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation  
**Resolution** **Defer to the next meeting**

2022/424 Review of the Council's policy for dealing with the press/media.  
**Resolution** **Defer to the next meeting**

2022/425 Review of the Council's employment policies and procedures  
**Resolution** **Defer to the next meeting**

### **Planning**

2022/426 Planning Decisions:

<u>Reference</u>	<u>Address</u>	<u>Status</u>
18/00001/MAS	Land North of Warren House Roxwell Road Writtle Chelmsford Essex	Pending Decision
21/01545/OUT	Land North of Warren House Roxwell Road Writtle Chelmsford Essex	Pending Consideration
22/00044/FUL	14 Clover Drive Chelmsford Essex CM1 4FT	Application Permitted
22/00276/FUL	10 Dogrose Close Chignal Chelmsford CM1 4FN	Application Permitted
22/00079/FUL	Pieces Cottage Chignal St James Chelmsford Essex CM1 4UA	Application Permitted

2022/427 Planning Applications:

- 1) **Proposed 400kV electricity transmission line:** Public Consultation from 21 April to 16 June.

Webinar on **Tuesday 10 May at 2pm** covering proposals in Chelmsford and a public exhibition on **Tuesday 25 May 11am - 5.30pm** at Writtle Village Hall.

[www.nationalgrid.com/east-anglia-green](http://www.nationalgrid.com/east-anglia-green)

Northwest Parishes Group has had a meeting to discuss this. City Council has requested more detailed information on the various options. Reasons why Chignal is special and should not have the power lines running through the Parish. Follow up meeting of NW Parishes on Thursday 12th May. Consolidation and collection of evidence. There is an existing high voltage power line corridor east of Chelmsford via Rettendon and Raleigh.

Consider a working group with support from the NFU, RSPB. Collect data on existing wildlife

Consider an infrastructure consultant.

Lobbying the decision makers.

Review of other lobbying work to find success stories across a variety of issues.

More copies of the information leaflet.

Fill in the online form, E-mail the National Grid Team, and our MP.

Essex Air Ambulance and Police Helicopter – are they aware?.

- 2) Chelmsford Local Plan Review: outcome of NW Parishes meeting on 3 May. Meeting held with CCC. Plan is reviewed every 5 years. End date to 2041. Central Government has changed the housing requirement calculation. New growth sites likely to be focussed on areas with access to new infrastructure investment such as the Northeast Bypass and Beaulieu station.
- 3) Chelmsford Parish Forum 17<sup>th</sup> May: attendance. Development Management Team to explain policy changes.
- 4) Barn conversions west of Beaumont Otes Cottage: update on enforcing conditions and new planning applications  
This item has been covered in the ECC report by Mike Steel.  
CCC Planning Enforcement involved. Out of the eight barns – 6 have been demolished / fallen.  
Currently no work being undertaken due to a stoppage notice served on the developer. The barns that have been built appear to have incorporated materials that were not approved by the CCC planners.  
The new roof tiles are bright orange rather than the approved weathered appearance tile.

## **Finance**

2022/428 To confirm membership of the EALC and NALC for a year at a cost of £184.72

**Resolution:** **Confirmed.**

2022/429 To confirm membership of RCCE and pay the subscription in June when it falls due the estimate is £60.00.

**Resolution:** **Confirmed**

2022/430 Review the Accounts for 2021/2022 and the final position of the budget.

An underspend of £318.73 was recorded at the end of the year and added to reserves

2022/431 Finance:

Account Balances:

**Cheque Account**            £            **9,671.57**

Included in figures above:

- Fifty percent of the Precept                            £4,000.05
- ECC Locality Fund                                         £1000

**Orchard Account**            £            **1,178**

- Orchard sponsorship                                     £120

**Saving Account**            £            **39,449.03**

- General Reserve                                         £21,169.72
- Cil                                                                 £18,279.31
  - Committed Cil Orchard Machinery            £3500
  - Community Group Meetings                         £120

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**Total**                         £            **50,298.66**

To approve the following payments:

Date	Item	Payment Value	Budget Heading
<b>Budget 2022-23</b>			
10.05.2022	Cllr Lewis - CCTV project	£109.90	CILs
10.05.2022	James Botham	£1,095.00	IT & Web
10.05.2022	EALC and NALC fees	£184.72	EALC RCCE
10.05.2022	Mr S Middleditch - Orchard Tags	£89.49	Orchard
10.05.2022	RSA Insurance	£212.27	insurance
10.05.2022	HMRC PAYE - May	£37.60	salary
10.05.2022	Clerk Salary - May	£150.46	salary
10.05.2022	Bank Charges	£2.00	Bank charges
10.05.2022	Essex Pension fund - May	£145.73	salary
10.05.2022	Clerk Salary - April	£191.86	salary
10.05.2022	Essex Pension fund - April	£161.69	salary
10.05.2022	HMRC PAYE - April	£47.80	salary
		£2,428.52	

2022/432 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

The rate was £8.41 per elector in 2021-2022.

2022/433 Review of the Bi-monthly bank reconciliation

**Resolution** **The Reconciliation was approved**

2022/434 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 31<sup>st</sup> March 2022.

**Resolution the Governance statement was read out and approved by all members. The Chairman signed the paperwork on behalf of the Parish Council.**

2022/435 To adopt the Annual Accounts for the year ended 31<sup>st</sup> March 2022 – Pre-Audit and to sign the Annual Return for the year ended 31<sup>st</sup> March 2022.

**Resolution the Accounts were shown and approved by all members. The Chairman signed the paperwork on behalf of the Parish Council.**

2022/436 The Parish Council certifies itself as exempt from a limited assurance review:

- The Authority was in existence before the 1<sup>st</sup> of April 2018
- There were no issues raised by the external auditor in the previous fiscal year
- The Gross income was £18,222 which is < than the £25,000 threshold
- The Gross Expenditure was £12,797 which is < than the £25,000 threshold

**Resolution** **The Parish Council confirmed they were an exempt authority, and the Chairman signed the paperwork.**

2022/437 Update on Clerks Annual Appraisal by the staffing committee

Report on Clerks Performance objectives and development needs from the staffing committee. The Clerk has achieved a satisfactory rating.

**Resolution** **2021-2022 National Pay Award of 1.75% to be backdated from the 1<sup>st</sup> of April 2021.**

**Resolution** **Clerk to Increase in Spinal Column point from 1<sup>st</sup> April 2022.**

## **REPORTS AND UPDATES**



Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
- update on landscaping, completions, and signage
    - Majority of the properties in 'Chignal Parish' are complete.
    - Facebook administrator of the Persimmon estate is now in contact – about forty members.
    - Incomplete Persimmon works from Phase 1 – trees, hedging – 21 trees – 13 died / missing – all will be replaced November 2022. A management company will maintain the landscaping.
- B) Playing Field - Cllr Elwick and Cllr Towns
- review draft artwork for notice board
    - Consider
    - The lock has been vandalised and replaced.
- C) Village Hall Liaison - Cllr Towns
- Awning now in place
  - New hand driers in place
  - New floor scrubber in place.
- D) Community Engagement - Cllr Nelson
- Progress report on new website design and content.
    - [www.chignalparish.org.uk](http://www.chignalparish.org.uk) should be available around June 2022
    - New theme being loaded.
    - Documents and images being prepared.
    - New e-mails will be created
  - Review printing and distribution of Chignal News.
    - Some issues with distribution.
    - Printing in Black & White
    - Future editions to be electronic in colour: emailed and on the website. Last printed edition in June to include a request form for any Chignal resident who wishes receive a printed copy.
- E) Community Safety – Cllr Lewis
- Security cameras: update on grant application and installation.
    - No update on the Grant
    - Additional CCTV signage
  - First aid training: update on course in the hall for residents to use the defibrillator etc.
    - Potentially June
    - St Johns Ambulance – emergency first aid (1-1.5hrs) – 30 people have volunteered.
    - Donation to St Johns - £10 per person proposed
    - Dates to be confirmed
- F) Highways (include Hedges) - Cllr Towns
- Village entry signs on Chignal Road: update on funding from LHP
    - Full funding has been agreed on the design in 2022-2023
  - Ride London: update on public meetings and road closures
    - Covered by ECC report
  - Road Closure signage.
    - Signs are for the benefit of through traffic and not residents.
    - Contact Highways to see if the signage can be improved.
    - Report issues on the website
- G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns

- Several trees damaged by the storms and may come down if we get any more bad weather.

H) Tree Warden - Cllr Ballard ‘

- Trees planted along Copperfield Road and around the Hollow Lane junction looking lovely

2022/439 Countryside Conservation

Wildlife Ponds: funding from Natural England for restoration and creation of clean water wildlife ponds capable of supporting great crested newts. [www.fwageast.org.uk/ponds](http://www.fwageast.org.uk/ponds)

Cllr Stainton is looking into this initiative. Ninety-eight percent fully funded. Wildlife corridors. Meeting next week.

2022/440 Queen’s Platinum Jubilee celebrations

Update on Community Picnic in the Orchard on 5<sup>th</sup> June and events in Little Hollows on Saturday 4<sup>th</sup>.

Meeting with Community Group on Monday. A working party to build the marquee and set up tables.

Queen apple tree dedication. Plant sale, Bring your own Picnic + Chair, Jubilee Hat competition, Jubilee Cake, games. Tables will be provided. Expecting the whole village. Green Tree Canopy plaque ordered.

2022/441 Items for the next Agenda

- National Grid
- All missed items
- Chelmsford Local Plan review
- Website + Newsletter
- Planning enforcement on the Beaumont Otes barns

**Next meetings:**

Monday 11th July 2022

Monday 12th September 2022

Monday 14th November 2022

**Meeting closed 21,45**

**W. Adshead-Grant**

**Clerk to the Council.**