

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

The Minutes of the Bi-Monthly Meeting of the Chignal Parish Council held on Monday 10th October 2022 at 7.30pm.

Governance

2022/468 Chairman's Welcome

31 members of the public attended the Saturday community meeting. Tarmac representative confirmed some more work on the old landfill site. Machinery will be operating to resolve the issues.

Chair Ballard

Cllr Stainton, Elwick, Lewis, Towns and Nelson

2022/469 Apologies for Absence

None

2022/470 Register of Declarations of Interests and any requests for dispensation

Cil – Cllr Nelson – member of the Parochial Church Council.

Cil – Cllr Ballard - member of the congregation

2022/471 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.

- Hollow Lane litter collection. Large quantities of empty wine bottles found on different occasions.
- Signage at Little Hollows. White Sign arm missing to direct traffic to Chignal .
- Hedge by Orchard – has been removed – who owns the strip of land?
- Community meeting – thanks for holding the meeting.
- 2022/487 – Cil application – a paper in support of the Cil application by St Nicholas Church.
- Village Gateway signs. Chignal St James could it be considered ? Can the word 'please' be added to the statement to slow down.
- Concerns over the poor quality of the driving and high speed around St Nicolas Church. Consideration to drop the speed limit from 60mph to 40mph or 30 mph. This would appear to be an enforcement issue. Potential to create a speed watch group to gather data?
- East Anglia Green Pylons – MP Kemi Badenoch had a survey created for residents to feedback and she stated it's been a poor response to the survey.
- Hedges overgrown and forcing the traffic into the middle of the road.

2022/472 County and City Councillors' Reports

1. Essex County Councillor Report – Cllr Mike Steel

- Digigo www.digigo.uk – The on-demand mini-bus service has merged both operational regions to cover a wide rural area.
Pylons – MP to speak to the North West parishes group.
- Hollow Lane Gate – This has been widened. Special Fire Brigade padlock. So far around 5 locks have been fitted and cut off. CCTV being considered.
- Design for the Village Gateway signs – Disappointed as it's not designed as a gateway. It needs to be on both sides of the road for maximum impact.
- Ride London – 28th May 2023. Same route as 2022 but only a one day event. Business are being contacted in advance to review a mitigation plan and a potential business support scheme.

- Concerns raised over flooding at Pieces Cottage corner as the weather has turned wetter.
- Concerns raised over flooding issues in the Dyers Farm area.
- Concerns over Maple View – Flooding.

2. Chelmsford City Councillor Report - Cllr Nicolette Chambers
Cllr Chambers was unwell and gave her apologies.

2022/473 Confirmation of the minutes of the meeting of the Parish Council on 11th July 2022
Resolution **The minutes were confirmed.**

2022/474 Note the Orchard sub-Committee minutes of 7th September 2022.
Resolution **The minutes were noted.**

2022/475 Review and adopt the Chelmsford City Council new Model code of Conduct.
Resolution **The Parish Council adopted the code of conduct.**

Planning

2022/476 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
22/01188/FUL	Stevens Lodge Mashbury Road Chignal St James Chelmsford Essex CM1 4TX	Pending Consideration
21/01545/OUT	Land North Of Warren House Roxwell Road Writtle Chelmsford Essex	Pending Consideration

2022/477 Update on the National Grid East Anglia Green Consultation: update from NW/SW parishes
Meeting

The NW/SW Parishes held a meeting to exchange experience and thoughts about the process and outputs. A meeting is planned with MP Kemi Badenoch to discuss concerns.

2022/478 Chelmsford Local Plan Review: approve consultation response

Issues and Options – public consultation 11th August to 20th October.

Can be reviewed on the City Council website and summary leaflets were issued to the attendees. “Greener, fairer and more connected community” vision. Sustainable growth and new jobs. Health and wellbeing and infrastructure to support that. Additional 7966 homes to 2041 on top of what has already been planned for up to 2036. 66 questions on the consultation document.

Resolution **The Parish Council approved the outline response which prefers consultation option E.**

2022/479 Update on the Conversion of barns west of Beaumont Otes

Planning Application

Reference: 22/01466/FUL

Address: Land And Buildings West Of Beaumont Otes Cottage Chignal Road Chignal Smealy Chelmsford

Description of works: Demolition of building b. Re-build of building c to provide 2 dwellings (units 3 and 4).

Construction of building f to provide 1 dwelling (unit 7). Construction of 4 garages/cart lodges to units 8, 7, 6, 1, 2 and 4.

Site visit on Friday 7th October. 4 members of the Parish Council visited the site. 4 Barns have fallen and been cleared. New foundations are being prepared. The barns nearer the road are of a concern with a bright orange roof tile. This was reportedly approved by Chelmsford City Council planners. A chemical treatment will change the colour of the tiles. New brick work boundary walls are being built. They are new bricks and are not

aged in any way. Some work to be undertaken to make the walls a bit more interesting with some flint detailing and other effects.

The work on the building seen by the Parish Council is quite good and if continued will be a reasonable development.

A new planning application for changes to the original permission is expected. The Parish Council will submit comments.

Finance

2022/480 Finance:

Account Balances:

Cheque Account £ **8,988.47**

Included in figures above:

Income 50% Precept £4000.50

Orchard Account £2,095.17

Saving Account £ **36,452.06**

• Interest Payment £12.64 to move to current account

• General Reserve £20,613.83

• Cil £15,379.52

○ Community Group Meetings £120

Total £ **45,440.53**

To approve the following payments:

Item	Payment Value	Budget Heading
Fast Signs - Defib new sign	£54.48	Reserve
DMPayroll - half annual payroll service	£60.00	salary
Bank Charges	£2.00	Bank Charges
Clerk - Payroll - August	£154.58	salary
HMRC - PAYE - August	£38.60	salary
Essex Pension Fund - August	147.31	salary
Clerk - Payroll September	£160.88	salary
HMRC - PAYE - September	£38.60	salary
Essex Pension Fund - September	£147.31	salary
Cheque - Jubilee	£58.45	Reserve
Village Hall hire	£70.00	Council Meeting hall hire
Jubilee reimbursement	£34.92	Reserve
Orchard – tree certificates	£24.91	Orchard

2022/481 Agree a date for the budget meeting for the 2023/2024 budget setting and Precept.

Resolution **The meeting will be held on Friday 28th October at 10am with Councillors Elwick, Nelson, Ballard and Lewis.**

2022/482 Review of the Bi-monthly bank reconciliation

Resolution **Zero difference between the bank account and the cashbook.**

		Budget	Actual Spend	Forecast Spend	End Of year	
Staff Costs	salary	£4,000	£2,170.52	£2,170.52	-£341.04	
	Expenses	£200	£23.41	£70.23	£106.36	
	training	£200	£0.00	£0	£200.00	
	IT & Web	£500	£1,095.00	£0	-£595.00	
	insurance	£300	£212.27	£0	£87.73	
	EALC RCCE	£220	£184.72	£0	£35.28	
	Auditors Internal	£440	£125.00	£180	£135.00	
	Play field Maintenance	£700	£210.69	£200	£289.31	
	Bank charges	£30	£10.00	£18	£2.00	
	Hall hire	£500	£140.00	£200	£160.00	
	news letter	£750	£0.00	£750	£0.00	
All Other Payments	S137-Grants	£160	£0.00	£0	£160.00	
	Total Precept Expenses	£8,000.00	£4,167.61	£3,588.75	£243.64	End Of Year Estimate

2022/484 Discuss the Internal Auditors Report – The Clerk

1. Two samples were undertaken and both were found not to have been authorised by the Council. This happened at a time when the Council was moving from cheques to online payments and it will be checked in the 2022/2023 Audit.

Resolution **The Clerk will review the approval of payments on the agenda.**

2. The reserves are quite high at £20146.00 for a Council precepting £7600.00. The Council should adopt a Reserves Policy

Resolution **The Clerk prepared a reserve policy for review.**

3. The Precept requested and received does not agree to the figure published by PKF Littlejohn which is £7603.00. This will be queried with Chelmsford City Council

Resolution **The City Council confirmed that the band c precept demand must be divisible by 9.Clerk to ensure this is calculated for 2023/2024**

4. The bank reconciliations and balances are noted at each meeting but monthly balance to bank statement comparison reports are not presented. The Council should introduce these comparisons, to be circulated to all councillors.

Resolution **The bank reconciliation to be issued with the agenda pack so that all members can see the information.**

Resolution **The Council noted the contents of the audit report.**

REPORTS AND UPDATES

2022/485 Chignal Community Meeting Saturday 8th October

Feedback from the meeting and agree actions

Chignal Community Resilience Plan - Cllr Lewis will draft a revised plan in line with the CCC's template incorporating points made by residents in the break-out session. The CCC Safety Lead Officer to be invited to speak at the next Parish council meeting.

Community Projects – ideas from the break-out session that could be supported by Community Infrastructure Levy monies:

- **Community Safety:** Defibrillator in the phone box opposite St Nicholas church. Re-run of the First Aid course organized by the Parish Council
- **Leisure Time:** Mower with a grass collector to cut areas in the playing field such as the croquet playing areas and around the car and gazebo.
- **Rural Identity:** Extend tree planting in the triangle of land cut off from Chignal Road, opposite Choppins

Residents to be given information on the types of projects in the parish that have already been funded through CIL and invited to suggest and prioritise ideas for community projects in addition to those listed above.

2022/486 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
Persimmon completed the houses in Chignal Parish.
Several defects and snagging items need to be completed.
- B) Playing Field - Cllr Elwick and Cllr Towns
- Review of Grass and Hedge Management – build a specification.
 - Safety inspections – a wooden post on the perimeter of the croquet lawn had been removed. The Goal net needs pegging down.
 - Sign indicating what3words location needed.
- C) Village Hall Liaison - Cllr Towns
- Shelving for the Parish Council part of the storage building – Cllr Elwick to arrange a quote.
- D) Community Engagement - Cllr Nelson and Cllr Stainton
- Newsletter update – Consideration of an online version only with a Parish Council laptop for online access at the monthly Coffee Mornings.
 - Progress report from website content group– Training session on the new website to be arranged for club and group reps.
 - New e-mail addresses available for Parish Council and clubs.
- E) Community Safety – Cllr Lewis
- Review of Community Resilience Plan and lessons learnt from the recent field fires. See actions from the Community Meeting 8th October, (Item 2022/485).
- F) Highways (include Hedges) - Cllr Towns, Cllr Ballard and Cllr Elwick
- Pothole repairs – some repaired on Chignal Road, (Langleys corner to the cricket ground). Pothole repairs to Mashbury Road expected this week.
 - Approve design of Village Gateway/Entry signs on Breeds Road/Chignal Road
 - Needs to be both sides of the road
 - White picket fence type gates not metal road sign
 - Welcome to Chignal Smealey.
 - Please Drive Carefully.
- G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns
Nothing to report.
- H) Tree Warden - Cllr Ballard
- Update on the mature Oak at 312 Chignal Road: developer now taking steps to restore health of the tree, irrigation, mulching and feeding.

- Fire damage to field trees – need to monitor field trees as they come into growth next year. New water bags installed on trees planted by CCC. If any of these trees fail to leaf next growing season, will be replaced.
 - Bulb planting on Hollow Lane/Chignal Road junction. 6000 bulbs to be planted mechanically by CCC around the tree planting areas.
- I) Countryside Conservation - Cllr Ballard, Cllr Lewis, Cllr Nelson and Cllr Stainton
- Management of the Green
 - Meeting requested with City Council's Parks and Green Spaces to discuss changes to the grass cutting regime and tree care. Awaiting date.

2022/487 Cll Applications

- St Nicholas Church
 - Landscape works and tidy up
 - Water Supply connection

The recommendation of the Clerk is that the position of the National Association of Council briefing note L01-18 is still the relevant position. This Parish Council holds no legal powers to grant money to the church. However the Parish Council will support fundraising efforts.

Resolution **The Application was rejected as the current legislation does not support the Parish Council to award any grant to the Church.**

2022/488 Discuss the litter increase on the roadside verges and possible solutions.

Essex County Council Representative will speak with Braintree District council to review options for signs.

2022/489 Items for the next Agenda

- Budget for 2023 to 2024
- Precept for 2023 to 2024
- LHP sign for the gateways
- Beaumont Oates barns development
- Website updates.
- Feedback from the Community Meeting - Defibrillator

Next meetings:

Monday 14th November 2022

Meeting closed 21:48
Will Adshead-Grant
Clerk to the Council.