

# **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

Minutes of the Bi-Monthly Meeting of the Chignal Parish Council on Monday 9th 2023 at 7.30pm for transacting the following business.

## **Governance**

2022/508 Chairman's Welcome

2022/509 Apologies for Absence

Cllr Stainton

2022/510 Register of Declarations of Interests and any requests for dispensation

There were no declarations.

2022/511 Public Open Session for any matters that need to be drawn to the Parish Council's attention.

9 Members of the public

- Reports of Flooding between Dyers , Brookside and Beadles Hall seems to be running off the fields.
- May 6<sup>th</sup> Community Group running an event to celebrate the Coronation.
- The playing field car park and restrictions around the bollard and residents using the field.
- 10<sup>th</sup> June Village fete .
- The maintenance of the green spaces managed by the parish council and the village hall. A cil request was put in last years for a sit on mower due to the support of the team who maintain the area.
- Hollow lane gate. The gate has been removed by some persons unknown and the road continues to be used. Support for the re-opening of the hollow lane but its currently a traffic infringement.
- Why has the hedge been cut back from Blue house to Larthings as the road alignment has changed?

2022/512 County and City Councillors' Reports

i. Essex County Councillor Report – Cllr Mike Steel

XXXX Mikes report XXXXX

ii. Chelmsford City Councillor Report - Cllr Nicolette Chambers

Apologies from Nicolette.

2022/513 Confirmation of the minutes of the meeting of the Parish Council held on 14<sup>th</sup> November

2022.

**Resolution: The minutes were confirmed.**

2022/514 Note the Orchard sub-Committee minutes of 4<sup>th</sup> January 2023.

**Resolution: The minutes were noted.**

2022/515 Notification of Parish Council elections, 4<sup>th</sup> May 2023

The Clerk has a training course on

2022/516 Community Resilience – Community Safety lead Officer from Chelmsford City Council.

Emergency planning and business continuity added into the much wider portfolio. City Council would be responsible for evacuation of residents when notified by the emergency services. Training to make an emergency plan. Option to make a direct call to Chelmsford City Council to in act the emergency plan. Rest

centre can be set up such as the Village Hall to open for 24 hours. The City Council would provide blankets and food. If there were less than 10 houses it would be preferred to place the residents in hotels. 1-1.5hrs training in 'rest centre management' available for residents and the Parish Council. The training is voluntary with no commitment. Training face to face. The city council would cover the public liability insurance as long as the city council opens the rest centre.

The Village Hall and the Chapel are noted as available rest areas with the City Council.

## **Planning**

2022/517      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
22/02051/FUL	The Old Rectory Chignal Road Chignal Smealy Chelmsford Essex CM1 4SZ	Pending Consideration

2022/518      22/02051/FUL: The Old Rectory, Chignal Road, Chignal Smealy. Proposed swimming pool outbuilding.

Comments submitted: recommended Approval.

XXX add in Lynns comments XXXX

2022/519      Barns west of Beaumont Otes: update on amended planning application and discharge of conditions

The latest drawings issued October 6. Barn B demolition. The rebuild of 3 barns. 6 new garages. Decision date 22<sup>nd</sup> December. Currently Pending decision. Parish Council raised a variety of issues. Several conditions have been discharged.

**Resolution:    Create a report of issues and send to the Clerk to issue to our City Council representative.**

2022/520      National Grid East Anglia Green proposals:

Parish Council's response to the Environmental Impact Assessment Scoping Report.

National Grid update on costs for on-shore and off-shore transmission routes

The cost of the undersea cable has been compared to the pylons by National grid. The Undersee route chosen by National Grid is a very expensive option when compared to the overland route. The Sea route chosen is an indirect route with multiple connections to the shore rather than a direct lin to tilbury. Government guidance is that pylons are the default options except in areas of outstanding natural beauty is currently under review.

2022/521      Discuss concerns about the works at Wych Elm

House within Saracens development. Planning application for an extension , car park and some small works was approved. However its been noted that an access has been created to the west of the garage. Trees have been completely cleared but this has now been approved by the city council as trees have been planted to the south of the property.

**Resolution    Clerk to contact planning enforcement with concerns.**

## **Finance**

2022/522      Finance:

Account Balances:      **Cheque Account**      £      **7,663.51**

Included in figures above:

Income                  Interest                  £22.32

**Orchard Account**      £2,095.17

**Saving Account**      £      **41,804.66**

- General Reserve      £21,464.58
- Cil      £20,340.08

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**Total**      £      **49,468.17**

To approve the following payments:

09.01.2023	ICO - Direct debit	£35.00	Reserve
09.01.2022	D M Payroll - half annual payroll service	£60.00	salary
09.01.2022	January Salary	£182.60	salary
09.01.2022	Essex Pension Fund - January	£153.65	salary
09.01.2022	Essex Pension Fund - December	£204.35	salary
09.01.2022	HMRC - PAYE - January	£42.80	salary
09.01.2022	Cllr Lewis - Bee House	£59.44	Orchard
09.01.2022	December Salary	£302.08	salary
09.01.2022	HMRC - PAYE - December	£75.40	salary

**Total**      **£1,115.32**

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

2022/523

Potential Cil Projects 2023

- Orchard bench. (around £550)
- Orchard access / steps.
- Community Group (Village Hall use) and Coronation hire. (around £200)

**Resolution**      **The Parish Council will support the grant of up to £200 for the Community Group.**

2022/524      Review of Bank reconciliation

**Resolution:**      **The reconciliation was approved with zero difference between the cash book and bank account.**

## **REPORTS AND UPDATES**

2022/525

Representatives' Reports: to discuss and debate any items.

A) Little Hollows / Copperfield Place Liaison - Cllr Elwick

- Update on the closure of Hollow Lane. – Little traffic noted
- Little Hollows active. Copperfield place has limited interest.

B) Playing Field - Cllr Elwick and Cllr Towns

- Discuss purchase of preservation oil for Benches.
  - i. Around £40 per litre

- **Resolution £100 to be allocated to the benches to be treated.**

- Car Park access.

- i. The Carpark was mis used previously which led to the closure.
- ii. Some cars were parked overnight.

- **Resolution: Re-open the Car park on a trial basis for two months**

- Landscape contractor
  - I. The Orchard has the equipment and volunteers to maintain the facility.
  - II. The Village Hall has the equipment and a contractor for hedges.
  - III. The Playing field is cut by a contractor.
- **Resolution**     **A variety of contractor quotes for the cutting of the croquet pitch.**
  - C) Village Hall Liaison - Cllr Towns
    - I. AGM last Monday in February 27<sup>th</sup>
    - II. Shelving in the Parish Council end of the storage shed reviewed.
  - D) Community Engagement - Cllr Nelson and Cllr Stainton
    - Website – update on training for clubs, groups, and launch
      - i. Meeting Monday 6.30pm training and agree launch date.
    - Chignal News – last printed edition
  - E) Community Safety – Cllr Lewis
    - Chignal Community Resilience Plan – approval of final version.
      - What App set up for emergency use to key people in each area
      - Facebook page being updated.
- **Resolution**     **The Parish Council approved the emergency plan**
  - Parish Clean Up- March 2023- 4<sup>th</sup> March.
- F) Highways (include Hedges) - Cllr Towns, Cllr Ballard, and Cllr Elwick
  - Chignal Road – Consider a traffic count.
    - LHP will only do a traffic count after the gate have been installed.
  - Feedback from Highways on the LHP scheme for Village Gateways.
    - Some changes to the design in 2023-2024 and implementation in 2023-2024.
    - |Two gates at Breeds round
    - At Little hollows end – a single gate due to space constraints.
    - Parish Council to apply for a license to cultivate and plant shrubs.
    - 40 MPH roundels to be printed in the road.
  - Road Jetting – to improve drainage and follow-on actions.
    - Some works outstanding.
- G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns  
Nothing to report
- H) Tree Warden - Cllr Ballard  
**Nothing to report**
- I) Countryside Conservation - Cllr Ballard, Cllr Lewis, Cllr Nelson, and Cllr Stainton  
**Nothing to report**

2022/526     Items for the next Agenda

Community Laptop and printer  
Elections  
Planning

**Next meetings:**

Monday	13 <sup>th</sup>	March	Bi-Monthly Meeting and Annual Assembly of the Parish
Thursday	4 <sup>th</sup>	May	Parish Elections
Monday	15 <sup>th</sup>	May	AGM & Bi-Monthly Meeting

Monday	10 <sup>th</sup>	July	Bi-Monthly Meeting
Monday	11 <sup>th</sup>	September	Bi-Monthly Meeting
Monday	13 <sup>th</sup>	November	Bi-Monthly Meeting

**Meeting close 21.40**  
**W.Adshead-Grant**  
**Clerk to the Council.**