

# Chignal Parish Council

C/O 45 Cherry Garden Road, Great Waltham, Chelmsford, Essex, CM3 1DH

Tel: 01245 360811 Email: [Chignalpc@gmail.com](mailto:Chignalpc@gmail.com)

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 held on Monday 15<sup>th</sup> May 2023 at 7.30pm.

## Governance

2023/549 Election of the Parish Council Chairman

Cllr Ballard was elected.

2023/550 Signing of the Declaration of office by the Chairman.

Cllr Ballard signed the paperwork.

2023/551 Election of the Vice-Chairman

Cllr Nelson was elected to the role of Vice Chair.

2023/552 Chairman's Welcome

The annual assembly was held in March with several clubs being able to discuss their work over the last 12 months.

2023/553 Apologies for Absence

Cllr Lewis and Cllr Nelson.

2023/554 Review and Adopt the Standing Orders.

**Resolution *These were noted and are available on the parish website.***

2023/555 Adopt the Financial regulations.

**Resolution *These were noted and are available on the parish website.***

2023/556 Reappoint the internal auditor.

**Resolution *The auditor was re-appointed.***

2023/557 Review of the Council's complaints procedure

**Resolution *These were noted and are available on the parish website.***

2023/558 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

**Resolution *These were noted and are available on the parish website.***

2023/559 Review of the Council's policy for dealing with the press/media.

**Resolution *These were noted and are available on the parish website.***

2023/560 Review of the Council's employment policies and procedures.

**Resolution *These were noted and are available on the parish website.***

2023/561 Review and approve the asset register – The Clerk.

The addition of the projector, orchard picnic table and the trail cameras.

**Resolution *These are noted and the asset list to be updated.***

2023/562 Review and approve the risk assessments.

**Resolution *These were noted and are available on the parish website.***

2023/563 To Review and approve the Terms of Reference and Membership of the Parish Council Committees.

- i. Orchard Committee. Members: Cllrs Lewis and Ballard
- ii. Staffing Committee. Members: Cllr Nelson, Towns and Ballard
- iii. Planning Committee. Members: All members

**Resolution** **These were noted and are available on the parish website.**

2023/564 Review and confirm representative areas of responsibility.

- Little Hollows / Copperfield Liaison – Currently Cllr Elwick
- Playing Field – Currently Cllrs Elwick, Towns and Nelson
- Village Hall Liaison – Currently 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 - Cllrs Lewis, Ballard, Nelson, and Stainton.

**Resolution:** **The representatives were confirmed.**

2023/565 Confirmation of arrangements for insurance cover in respect of all insurable risks. Community Action Suffolk and Royal Sun Alliance.

**Resolution:** **The insurance was noted.**

2023/566 The Parish Council confirms it meets the eligibility to meet the criteria for the General Power of Competence (“the power to do anything that individuals generally may do” as long as they don’t break other laws. It is a ‘power of first resort’; this means that when searching for a power to act, the first question you ask is whether you can use GPC”).

**Resolution:** **The Parish Council meets the criteria and confirms its eligible to use the general power of competence.**

2023/567 Review of the Council’s and/or staff subscriptions to other bodies. N.A.L.C / E.A.L.C and R.C.C.E.

**Resolution:** **This was noted and approved.**

2023/568 Review of the Council’s employment policies and procedures.

Duplication of 2023/560

2023/569 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

Duplication of 2023/583

2023/570 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

The dates are listed below.

**Resolution:** **The dates were agreed,**

2023/571 Confirmation of the minutes of the meeting of the Parish Council held on 13<sup>th</sup> March 2023

**Resolution:** **The minutes were confirmed.**

2023/572      Note the Orchard sub-Committee minutes of 10<sup>th</sup> May 2023.

**Resolution:**    **The minutes were noted.**

2023/573      Register of Declarations of Interests and any requests for dispensation  
All members must sign a register of interest form and submit it to the Parish Clerk.

Cllr Ballard– member of the Croquet club.

2023/574      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.

9 members of the public attended.

45 attendees to the Coronation event run by the community group. Thanks to the Parish Council for the support and projector. Potential to use projector before Christmas for a film event.

Major concerns over the parking at Gardening Express, both cars and lorries. There has been contact with the owner to highlight the issues and concerns. Suggested that the roads are unsuitable for the level of business and use by the lorries. Multiple potholes in the area and the edge of the carriage way has given way from the parking and lorry use.

Potholes outside the nursery causing concerns.

Parish Council confirmed the current CIL monies and dates and current plans – Community Printer, Community Laptop, and a picnic table for the Orchard.

Ride London: request for cakes, (preferred large square cakes) to raise funds for St Nicholas Church.

The Community / Parish website and its training and future plans.

2023/575      County and City Councillors’ Reports

- i. Essex County Councillor Report – Cllr Mike Steel

#### **Hollow Lane**

RideLondon plans include temporarily removing the blockage on 28<sup>th</sup> May, to allow a route out for the residents.

#### **LHP**

The LHPs are changing the way they operate for 23/24.

The Chelmsford Budget has been increased to £1M, but portions of it have been ringfenced for “Additional Footway Schemes, Additional Footway minor repairs, Carriageway improvements and Casualty Reduction schemes. This ringfenced budget amounts to £750K leaving £250K for LHP schemes under the control of the LHP members. The definition of the £750K ringfencing has not yet been released, nor how members agree/bid for their area.

Normally by March, the budget setting meeting has occurred, and the annual budget allocated to the schemes. The subcommittee met in February to make recommendations but the follow up full panel meetings were postponed twice and will not occur until the new processes are determined. Prior to knowing the £250K budget allocation, the subcommittee captured recommendations summing to £240K. This includes the redesign and implementation of the Chignal Smealey gateways.

At that time, the sub-committee expected a budget of £500K, so further recommendations were still possible. But instead, the current recommendations use nearly all the available budget.

I will be attending the Scrutiny committee on 18<sup>th</sup> May which should clarify the budget position and also how members can access and use the other £750K for footway and carriageway repairs.

#### **Member Led Pothole Scheme**

Of my 36-pothole allowance, 50 have been repaired.

One rejection was the multi-holes on the A131 between Little Waltham and Gt Leighs – where I entered 12 holes on the fast road, as 1 submission. Whilst this has been rejected, I have requested that this stretch be looked at and considered for immediate action.

You might like to view a Highways video about Make Safe repairs.

<https://www.youtube.com/watch?v=bCHfmBgTGZs>

I am awaiting initiation of the next member Led scheme which will include pavements.

**Recycling Booking System**

Probably the biggest complaint after potholes, pavements, and flooding – the booking system is live. The test of ‘same day’ bookings went smoothly at Rayleigh Recycling Centre and was well received by customers and staff alike. Therefore, the extended trial will go live with customers able to make a booking up to 1 hour in advance.

**SID, (Speed Indicator Device) Poles**

LHP requests for additional SID poles require a speed survey to show speeds in excess of the speed limit by 10mph. Alternatively, the Parish Council can fund these. I previously reported that a cheaper option will soon be available whereby the Parish Council can request existing lampposts to be audited to assess.

The process is still not in place yet. The technical and engineering aspects are complete, and they are now going through with the legal aspects. It is now envisaged that a PC can pay £980 to have up to 10 lamp posts assessed. The outcome from this process will be a licence on the ECC lamp posts that are capable of supporting a SID. Such licence will last 5 years and cover SID units with a battery or a solar panel. There will be an extra process for powered SIDs which will need to meet the “unmetered” criteria – i.e., it will require implementation of a fixed charge for powering the unit.

We are probably still 3 months away from the process being finalised and the LHP guide being updated.

ii. Chelmsford City Councillor Report - Cllr Nicolette Chambers

Cllr Chambers was on holiday.

**Planning**

2022/576 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
22/02256/FUL	2 Ivy Cottages Mashbury Road Chignal St James Chelmsford Essex CM1 4TP	Application Refused
23/00407/FUL	Holly Spring Mashbury Road Chignal St James Chelmsford Essex CM1 4TW	Application Permitted

2022/577 Planning Applications:

- 1) National Grid, East Anglia Green. Planning for new energy infrastructure: revisions to National Policy Statements - GOV.UK – consultation ends 25<sup>th</sup> May 2023

<https://www.gov.uk/government/consultations/planning-for-new-energy-infrastructure-revisions-to-national-policy-statements>

The Government is reviewing its energy policy statements. A separate review by Ofgem is on-going to achieve co-ordination between the offshore wind generation companies and National Grid on an underwater grid.

- 2) Barns west of Beaumont Otes Cottage: update

A new site name, “Kilnfield Barns” has been agreed. All 8 barns are approved for building. Landscaping approval still to be completed. Barns 1 2 5 6 8 are all built and are being fitted out. 3 4 7 are still being built.

Hoarding is down and the perimeter walls are being built.

**Resolution: Clerk to confirm to Chelmsford City Council address management it should be Chignal St James not Chignal Smealy**

- 3) Planning application: 23/00651/FUL Detached garage.

This is a revised planning application for a detached garage. The Parish Council recommended refusal of the previous planning application 22/02218/FUL for a replacement detached double garage, largely because the plans as submitted appeared to indicate that the proposed double garage will be used instead as a "residential annex" to the cottage, with space for a lounge area, bedroom toilet and kitchen.

The proposed garage is a traditional style with timber boarding and pitched roof, located in the rear corner of the garden of the cottage. The key items revised are the addition of a small driveway across the front garden, lowering of the roof ridge line, changes to the roof pitch, style, and shape, along with removal of six of the eight glazed roof lights which now leaves just two remaining.

However, although the internal partition has now been removed, the "Garage" still has a kitchen area with a kitchen sink, a separate toilet and washbasin and additional fitted cupboards along the side elevation opposite the kitchen. In addition, the rear elevation now has full width glazed bi-folding doors with a view over the open countryside.

The application implies that the intended use of this outbuilding is for a garage and workshop. However, from the plans it appears to be a small building with the interior fully fitted out for potential residential use rather than a garage.

### Planning Policies

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 adjoining 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".

**Local Plan 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.

**Local Plan Policy DM9: Infilling in the green belt, green wedge, and rural area.** B) Green Wedge or Rural Area. Planning permission will be granted for infilling in the Green Wedge or Rural Area provided that: i. the site is a small gap in an otherwise built-up frontage; and ii. the development does not detract from the existing character or appearance of the area and would not unacceptably impact on the function and objectives of the designation.

The construction of this building which appears to be a residential annex rather than a detached garage would represent a harmful erosion of the undeveloped and rural nature of Mashbury Road and would be contrary to Chignal VDS guidance on residential extensions and Local Plan policies DM9 and DM11.

**Resolution** ***The Parish Council recommendation is REFUSAL of the application.***

### Finance

2023/578 To confirm membership of the EALC and NALC for a year at a cost of £184.72.

**Resolution** ***This was confirmed.***

2023/579 To confirm membership of RCCE and pay the subscription in June when it falls due the estimate is £60.00.

**Resolution:** ***This was confirmed.***

2023/580 Review the Accounts for 2022/2023 and the final position of the budget.

An underspend of £674 was recorded at the end of the year and added to reserves. This is 8% below budget.



Budget Heading	salary	Expenses	training	IT & Web	insurance	EALC RCCE	Auditors Internal	Play field Maintenance	Bank charges	Hall hire	newsletter	S137-Grants	Total Precept Expenses
	£4,000	£200	£200	£500	£300	£220	£440	£700	£300	£500	£750	£160	£8,000
Spent	£4,757	£23	£0	£1,095	£212	£185	£125	£403	£26	£500	£0	£0	£7,326
End of Year	-£757	£7	£0	-£595	£88	£35	£5	£7	£4	£0	£0	£160	£674

Underspend

£674

**Resolution: This was noted.**

2023/581 Note an overpayment by the Clerk to the Essex Pension Fund in March £153.65. Agreement from Essex Pension fund to set against May 2023 payment. Due to the new pension year an additional payment of £4.46 is required.

**Resolution This was noted.**

2023/582 Finance:

Account Balances:

**Cheque Account** £ 8,593.04

Included in figures above:

Precept £4,050.00

Interest £51.88

**Orchard Account** £ **1,575.34**

**Saving Account** £ **41,856.54**

- General Reserve £21,516.46
- Cil £20,340.08

**Total** £ **50,451**

To approve the following payments:

Date	Item	Payment Value	Budget Heading
18.05.2023	Parishioner - Coronation Celebration	£28.07	orchard
18.05.2023	Parishioner - Coronation Celebration	£116.24	Reserve
18.05.2023	CLERK	£170.86	salary
18.05.2023	HMRC	£42.60	salary
18.05.2023	Essex Pension Fund Adjusted	£4.46	salary
18.05.2023	Cllr Ballard - Orchard Bench	£660.00	CILs
18.05.2023	Village Hall	£120.00	Meeting Hall

**Resolution: The payments were approved.**

2023/583      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 £8.82 per elector in 2022-2023.

There was no expenditure under S137.

2023/584      Review of the Bi-monthly bank reconciliation

**Resolution**      **The Bank reconciliation was approved with zero tolerance.**

2023/585      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 2023.

**Resolution**      **The Annual governance statement was approved and signed.**

2023/586      To adopt the Annual Accounts for the year ended 31<sup>st</sup> March 2023 – Pre-Audit and to sign the Annual Return for the year ended 31<sup>st</sup> March 2023.

**Resolution**      **The Annual accounts were approved and signed.**

**Resolution**      **The difference in Box 8 of £1 was noted and approved.**

2023/587      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 £14,717 which is < than the £25,000 threshold.
- The Gross Expenditure was £12,946 which is < than the £25,000 threshold.

**Resolution**      **The Parish Council confirms its exempt and the paperwork was signed.**

2023/588      Update on Clerks Annual Appraisal by the staffing committee

**Resolution**      **Clerk to confirm some dates with the staffing committee.**

2023/589      King's Coronation: review of community event.

Great event at the Village Hall and Little Hollows. Lots of support and fun was had at both events.

## **REPORTS AND UPDATES**

2023/590      Representatives' Reports: to discuss and debate any items.

A) Little Hollows / Copperfield Place Liaison - Cllr Elwick

- update on landscaping, completions, and signage

Little Hollows has been built for 6 years. Copperfield Place is still not complete. All houses are now built and sold, and they are in the final stages. All materials and plant will be removed over the next 3 months.

The white finger board direction sign to Chignal Smealey will be installed when the streetlights are connected.

Failed trees and hedging damaged by the fire last year are on order and they will be replaced prior to inspection.

B) Playing Field - Cllr Elwick and Cllr Towns.

- review quotes

**Resolution:**              **The Parish Council will purchase a sit on mower for use in the playing field and charge a hire fee for use of the croquet playing area.**

**Resolution:**              **Clerk to liaise with the croquet club.**

C) Village Hall Liaison - Cllr Towns.

10<sup>th</sup> June the Village Fete. More helpers always needed.

D) Community Engagement - Cllr Nelson and Cllr Stainton.

- Progress report on new website design and content.  
The web designer has been working through the website and cleaning up the site. Self-help documentation will be issued and feedback. Likely launch in June. Some club pages still to be updated. Meeting to be arranged for Parish Councillors and the Clerk to review the website.
- Update on Community Laptop and printer.  
A funding request to match fund was submitted to EALC last month.

E) Community Safety – Cllr Lewis.

- Renewal of defib parts.  
**Resolution: The Clerk has ordered the parts.**
- Recent flooding on the roads,
  - i. The What's app group worked well. The information was shared via the telephone tree, e-mail, Facebook, and phone calls. Suggested the problem should also be highlighted to Essex Highways and the Chelmsford City Council resilience team.

F) Highways (include Hedges) - Cllr Towns

- Village entry signs on Chignal Road: update on funding from LHP,(see Cllr Mike Steel's report, Item 575)
- Ride London: update on public meetings and road closures,(see Cllr Mike Steel's report, Item 575).

G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns

No issues raised.

H) Tree Warden – Cllr Ballard

CCC grant funded trees around Hollow Lane junction are looking very well.

2023/591 Countryside Conservation

CCC Parks are working with Essex Wildlife Trust to find areas of verges on the edge of urban areas, such as the Hollow Lane junction, for re wilding and a study into local wildlife and insects.

2023/592 Items for the next Agenda

- Defibrillator request from the Chignal Cricket Club – CIL application
- Countryside Conservation report

**Next meetings:**

<b>Monday 10<sup>th</sup> July 2023</b>	<b>Monthly Meeting</b>
<b>Monday 11<sup>th</sup> September 2023</b>	<b>Monthly Meeting</b>
<b>Monday 13<sup>th</sup> November 2023</b>	<b>Monthly Meeting</b>
<b>Monday January 2024</b>	<b>Monthly Meeting</b>
<b>Monday March 2024</b>	<b>Monthly Meeting</b>
<b>Monday March 2024</b>	<b>Annual Parish Meeting</b>
<b>Monday May 2024</b>	<b>Monthly Meeting</b>

**Meeting closed 21:42**  
**Will Adshead-Grant**  
**Clerk to the Council.**