

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 Annual General Meeting and the Bi-Monthly Meeting of the Chignal Parish Council held on Monday 13th May 2024 at 7.30pm.

The Scout's Jamboree is being held on 27th July- 3rd August at Boyton Cross. Over twenty-nine countries represented. Over four hundred Volunteers will be setting up. The opening ceremony will close at 10.30pm on the 27th. A lot of work has been undertaken on acoustics < 65 decibels. There will be some activities i.e. shooting (close at 4.30pm) Closing ceremony on the following Friday. A lot of Essex Scouts and Guides will be attending. Around 9,000 on site everyday – staying on site. Saturday night staff party within a marquee. Fireworks are under discussion due to any fire risk implications.

Annual General Meeting.

Governance

2024/696 Election of the Parish Council Chair

Cllr Ballard was elected.

2024/697 Signing of the Declaration of office by the Chair.

Cllr Ballard signed the Declaration of Office.

2024/698 Election of the Vice-Chairman

Cllr Nelson was elected.

2024/699 Chairman's Welcome

Chair: Cllr Ballard

Councillors: Nelson, Elwick, Lewis, Stainton, and Towns.

2024/700 Apologies for Absence

No apologies required.

2024/701 Review and Adopt the Standing Orders.

Resolution: The Standing Orders were reviewed and adopted.

2024/702 Adopt the Financial regulations.

Resolution: The Financial Regulations were reviewed and adopted.

2024/703 Reappoint the internal auditor.

Resolution: The Council reappointed the auditor.

2024/704 Review of the Council's complaints procedure.

Resolution: The policy was reviewed and approved.

2024/705 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

Resolution: The policy was reviewed and approved.

2024/706 Review of the Council's policy for dealing with the press/media.

Resolution: The policy was reviewed and approved.

2024/707 Review of the Council's employment policies and procedures.

Resolution: The policy was reviewed and approved.

2024/708 Review and approve the asset register.

Resolution: **Add the 3 Gazebos purchased for community use.**

Resolution: **The register was reviewed and approved.**

2024/709 Review and approve the risk assessments.

Resolution: **The policy was reviewed and approved.**

2024/710 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: **Terms of reference and memberships confirmed.**

2024/711 Review and confirm representative areas of responsibility and any changes.

- 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 Ballard and Lewis.*

Resolution: **Members areas of responsibility confirmed.**

2024/712 Confirmation of arrangements for insurance cover in respect of all insurable risks.

- Community Action Suffolk and Royal Sun Alliance.
- Current premium is £467.05.

Resolution: **Confirmed and approved.**

2024/713 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 do not 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”).

1. Elected Councillors

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

2. A Qualified Clerk

The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.

Resolution: **Confirmed and approved.**

2024/714 Review of the Council’s and/or staff subscriptions to other bodies.

- N.A.L.C / E.A.L.C
- R.C.C.E.

Resolution: **Confirmed and approved.**

2024/715 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

The Department for Levelling Up, Housing and Communities advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town

councils in England for 2023-24 is £9.93.

Resolution: No expenditure.

2024/716 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Monday 08 th July 2024	Bi-Monthly Meeting
Monday 09 th September 2024	Bi-Monthly Meeting
Monday 11 th November 2024	Bi-Monthly Meeting
Monday 13 th January 2025	Bi-Monthly Meeting
Monday 10 th March 2025	Annual Parish Meeting and Bi-Monthly Meeting
Monday 12 th May 2025	Annual General Meeting and Bi-Monthly Meeting

Meeting closed 19:53

Ordinary Meeting

2024/717 Confirmation of the minutes of the meeting of the Parish Council held on 11th March 2024.

Resolution The Minutes were confirmed.

2024/718 Declarations of Interests and any requests for dispensation.

Cllr Towns – Village Hall committee member– non-pecuniary interest.

2024/719 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.

- Water from Hard Oak appears to be running constantly and concerns raised that in winter it will be a hazard. Water run-off from the pond by the highway.
- Gardening Express – Lorries still creating issues with the road and damaging the verge and edge of the surface.

2024/720 County and City Councillors' Reports.

- i. Essex County Councillor Report – Cllr Mike Steel
- ii. Chelmsford City Councillor Report - Cllr Nicolette Chambers

No reports.

2024/721 Planning

Consultations

- **National Grid Electricity Transmission (NG-ET), Norwich to Tilbury:** third (statutory) consultation, 10 April to 18 June 2024. Consider draft Parish Council response: www.nationalgrid.com/norwich-to-tilbury

This report sets out the Parish Council's draft position in response to NG-ET's proposals for overhead pylons from Norwich to Tilbury. The Council is also co-operating with other parishes to the north west and south west of Chelmsford to produce a common statement that could be submitted as a consultation response on behalf of the whole group.

The key points below will be supported by detailed evidence using information provided in first two consultations, local knowledge and advice from external sources.

Chignal Parish Council continues to object to NG-ET's proposal for an overhead high voltage corridor to the west of Chelmsford

1. Lack of consideration of alternatives to an overhead line west of Chelmsford

The consultation is flawed. It has been too narrow in scope, not allowing the public to choose from a wider set of transmission options. Two recent studies have investigated other transmission solutions, including undersea and underground HVDC cabling.

A study undertaken by the National Grid Electricity Systems Operator, (NG-ESO) <https://www.nationalgrideso.com/document/304496/download> considered 9 options for transferring power from Norwich to Tilbury (N2T), including the current NG-ET proposal. Only one option (Bradwell) was rejected. The option of underground HVDC cabling compared well with N2T in terms of lifetime cost, (although initial cost was greater), becoming more cost effective than N2T if implementation was delayed until 2034.

The Hiorns Review of N2T, (commissioned by Essex, Suffolk and Norfolk County Councils) found that provided that the Sealink and Bramford/Twinstead reinforcement was implemented, the extra capacity offered by N2T would be unlikely to be needed before 2035. The Review also highlighted the potential for underground HVDC cabling <https://www.essex.gov.uk/sites/default/files/2023-11/Final%20Hiorns%20report%20-%20East%20Anglia%20Transmission%20Network%20Reinforcements.pdf> Given evidence that delaying the start date by only 4 years could produce a viable option that could have greater public support, it is disappointing that NG-ET has rejected all alternative approaches on the grounds that they must connect by 2030 to meet government requirements and respect contracted dates for the connection of North Sea windfarms.

Elsewhere in the UK there are examples of undersea cable routes being proposed. NG-ET are consulting currently on two undersea HVDC routes, (Eastern Green Line 3 and 4) between Scotland and Lincolnshire, (landing at Anderby Creek) which would then run underground for 100 Km to a convertor station in Walple, King's Lynn and the West Norfolk Area. According to NG-ET, this project will bring green energy from Scotland to power 4 million homes in the Midlands and the South East. <https://www.nationalgrid.com/the-great-grid-upgrade/eastern-green-link-3-and-4>

2. Alignment of the overhead line

NG-ET acknowledges that *'the main impact of overhead lines is generally considered to be visual, with effects on landscape and views.'* The proposed overhead transmission lines that would pass through Chignal parish comprise 400kV lines supported by steel lattice pylons which are c. 45-50m in height. The parish sits within the Pleshey Farmland Plateau Chelmsford Character Landscape which has a *'strong sense of tranquillity'* as a key characteristic. *'The views within the area vary from open views over the arable farmland on the highest land to the enclosed views in the valleys in the south of the area'. It is noted that 'the erection of new farm buildings on the higher areas, could be conspicuous on the skyline.'*

Any new development in this character landscape area should be small-scale, responding to the historic settlement pattern, landscape setting and locally distinctive building styles. The erection of 50m high steel lattice pylons and cables would have a damaging impact on this sensitive rural landscape and would breach these development guidelines.

3. Proposed pylon locations

Impact on homes and the wider community

The pylons will be clearly visible from several homes in Chignal parish, particularly from those located close to where the lines cross Mashbury Road and Chignal Road. Householders are concerned about the health effects of living close to transmission lines and a reduction in the value of their properties as a direct result of pylons.

Impact on agriculture

The new National Policy Statement published in January 2024 makes clear that *"applicants should, where possible, utilise suitable previously developed land, brownfield land, contaminated land and industrial land. Where the proposed use of any agricultural land has been shown to be necessary, poorer quality land should be preferred to higher quality land avoiding the use of "Best and Most Versatile" agricultural land where possible.*

The National Policy Statement can also be a material consideration in determining applications under the Town and Country Planning Act 1990 and is broadly consistent with the approach to agricultural land in the National Planning Policy Framework which states that “*Where significant development of agricultural land is demonstrated to be necessary, areas of poorer quality land should be preferred to those of a higher quality. The availability of agricultural land used for food production should be considered, alongside the other policies in this Framework, when deciding what sites are most appropriate for development*”.

In relation to solar farms, the Energy Security Secretary Claire Coutinho told Parliament on 15 May 2024 that the best agricultural land should be prioritised for food production, <https://www.gov.uk/government/news/solar-projects-must-fit-in-with-food-security>

In the face of heightened global instability, the government is taking steps to strengthen food security as part of the UK’s national resilience. That includes protecting ‘Best and Most Versatile’ (BMV) land, ensuring large solar projects avoid this higher quality land where possible. Instead, they should be developed on brownfield land, contaminated land, industrial land, and lower quality agricultural land so as not to compromise the UK’s food security.

The high quality of the agricultural land, (BMV Grade 2) has not been given sufficient weight in selecting the pylons route around Chelmsford. Not only is there the permanent loss of farmland to accommodate the pylons but also the ongoing impact of pylons for field management, the disturbance during construction, and, the extent to which farmland may need to be planted with trees to provide mitigation for overhead lines.

Impact on the local landscape

Chignal parish has an extensive network of public rights of way, including a section of the Chelmsford Centenary Circle route from which the proposed pylons would be highly visible. These paths are used regularly for walking and horse riding by local people and increasingly by residents of Chelmsford seeking an escape from urban life in the unspoilt rural landscape of Chignal. The impact of overhead power lines would introduce an unwelcome urban element to the landscape and would negate the mental health and well-being benefits of taking a walk or riding in our easily accessible countryside.

Impact on large birds

Bird mortality can occur through collision with power lines and through electrocution from power lines or supporting structures. Siting power lines near or crossing important areas or flyways used by birds may increase collision risk. There are also barrier effects as birds are deterred from using their normal routes to feeding or roosting grounds. Swans and other large waterfowl are of particular concern for power line collisions in the UK. All year round large populations of Greylag and Canada Geese and several Mute Swans graze on the banks of farm reservoirs and flooded gravel pits close to the proposed pylon route in Chignal St James and fly in formation between these areas several times a day. Significant numbers of Cormorants, Herons and Egrets also feed on lakes, rivers and ponds in Chignal in the vicinity of the pylons.

Chignal is an important hunting and breeding ground for a wide range of raptors. Red Kites; Honey Buzzards; Marsh Harriers; Kestrels; Peregrine Falcons; Barn Owls; Tawny Owls and Little Owls are sighted regularly along the route of the proposed pylons, particularly in the area of the restored landfill site which is now a Nature Park.

Impact on historic buildings

The overhead route would cause unacceptable damage and harm to the setting of **13** listed buildings in Chignal St James and Chignal Smealey:

Grade II*: Chobbings Farmhouse; St James Church

Grade II: Gray’s Farmhouse; Chopyns Barn; Granary Chobbings Farm; Brickbarns Farmhouse; Barn with gable dovecotes at Brickbarns Farm; Church Cottage; Jacobs Cottage; Stevens Farmhouse; Chancellor’s Barns and a range of farm buildings; Chignal Hall; Granary at Chignal Hall.

In addition, many buildings in Chignal do not meet the national criteria for listing but are of local importance by virtue of their positive contribution to the architectural or historic character of the parish. The settings of **10** buildings that are included in the Chelmsford City Council’s Register of Buildings of Local Value in Chignal would all be harmed by the pylons:

Brittons Hall Farmhouse; Three Elms; The Old Rectory; Pengy Mill; Pitt Cottages; Pig & Whistle; Thatched Cottage; Woodhall Farmhouse and Barn; Broomwood Manor; Blue House and Barn.

4. Construction proposals: permanent and temporary access roads and tracks; storage areas; and, safeguarding areas and works needed to protect utilities.

Impact of haul roads

The construction phase is expected to last at least 3 years, working from the north to south. Initially the work will involve the installation of haul roads up to 8m in width, parallel to the transmission line. The concrete and stone for the haul roads will need to be transported by HGVs which will have to cross both Chignal Road and Mashbury Road. Bellmouths will have to be created at these crossing points to improve visibility. This will entail the removal of hedgerows and trees and damage to grass verges. These hedgerows are important wildlife corridors and the verges are subject to a half-cut to encourage wildflowers in line with Plantlife recommendations.

Impact on safeguarding areas

The project order limits, (red line boundary) includes additional areas that need to be safeguarded due to the presence of utilities. The line of the high pressure gas main (National Grid Gas) in Chignal St James is included in the red line boundary and will require protection with Faraday cages, causing disruption to the affected landowners.

Resolution. The main points made in this document were approved on the proviso that it will be fleshed out as further evidence is gathered over the next month. The Parish Council will also continue to work with neighbouring parishes to produce a common response to the N2T consultation.

- **Chelmsford Local Plan Review: Preferred Options and supporting Integrated Impact Assessment.** The City Council Policy Board meeting on 14 March 2024 [considered the Preferred Options document and supporting Integrated Impact Assessment](#). Six weeks of public consultation is expected to start in early May.
Consultation until 19th June.

Planning Applications

- **Ref. No: 21/01545/OUT Land North of Warren House Roxwell Road Writtle Chelmsford Essex**
Amendments to Outline application for Strategic Growth Site 2 comprising up to 880 new homes, primary school with co-located early years and childcare nursery, travelling show persons site for five serviced plots, sports facilities including a pavilion/community centre, neighbourhood centre (including retail, community, healthcare, office and residential uses), plus associated landscaping and habitat creation, public open space and play facilities, roads and infrastructure (all matters reserved except access), together with a detailed scheme in the south east corner for Phase 1A comprising 177 no. houses plus associated roads, parking and infrastructure (Landscaping reserved for Phase 1A).

Chignal Parish Council comments, 13th May 2024

Planning Application 21/01545/OUT. Land North of Warren House, Roxwell Road, Writtle, Chelmsford. Outline application for strategic growth site 2 comprising up to 880 new homes, primary school with co-located early years and childcare nursery, travelling show persons site for five serviced plots, sports facilities including a pavilion/community centre, neighbourhood centre (including retail, community, healthcare, office and residential uses), plus associated landscaping and habitat creation, public open space and play facilities, roads and infrastructure (all matters reserved except access).

It is noted that this is an amended outline application for planning permission in which the only detailed elements for review are the five points of access and the scheme for Phase 1A, (increasing the number of homes from 117 to 317). Details such as the Landscape Management and Maintenance Plan, on which the Parish Council has a particular interest, would be considered as Reserved Matters.

The key points of concern for the Parish Council are as follows:

1. Traffic increase on local roads resulting from the development.
2. Routeing of construction traffic.
3. Impact on already oversubscribed local healthcare facilities.
4. Visibility, landscape impact and light pollution on the rural area to the north and west of the site.

1. Traffic Impact

The main vehicular access, (private vehicles and buses) to the site will be from the Roxwell Road. The local road infrastructure is at, or close to capacity, particularly at junctions and on the A1060, Lordship Lane and Chignal Road.

The Transport Assessment Addendum states that, “there will not be a severe residual impact arising from traffic associated with the development.”

The potential to provide infrastructure improvements to improve the speed and reliability of the existing and proposed buses which would serve this development is not available due to the geometry and extent of the highway infrastructure which is in turn limited by the existing built environment.

There is no evidence to support the assertion that people will not use their cars and switch to use buses or walk or cycle as the solution to mitigating the existing traffic congestion on Chignal Road and the A1060 Roxwell Road. When factors such as the weather, mobility restrictions, carrying heavy shopping, taking several children to several different schools, cross town journeys etc. are brought into play, it is highly likely that people will continue to choose to use their cars.

Recommendation

Monitoring bus usage from this development and regular traffic counts on Chignal Road, Roxwell Road, and Lordship Lane should be made a planning condition along with a long-term commitment by the developer to maintain subsidies and other incentives to affect a step change in terms of bus usage.

2. Routeing of construction traffic

It is noted that there is no Construction Environmental Management Plan included in this outline application and assume that this will be a reserved matter.

Recommendation

The Parish Council would wish to be assured that no construction traffic associated with this development would use the rural section of Chignal Road, north of the junction with Copperfield Road or Mashbury Road. Both of these rural lanes have restricted width and blind bends with narrow grass verges which are not suitable for construction traffic.

3. Healthcare facilities

The capacity of GP surgeries within 2km of the proposed development, (Chelmer Medical Partnership and Writtle Surgery) is already substantially below the recognised standards of provision for the existing population. Additional population growth in the area resulting from this new development would add to the deficit, especially given experience of the current difficulties in securing funding for new GP surgeries in northwest Chelmsford.

Recommendation

The Parish Council would wish to be consulted on the provision and funding of the proposed health centre as a reserved matter.

4. Visibility, landscape impact and light pollution

It is noted that the findings of the Landscape and Visual Impact Assessment have not changed and that the southern part of Chignal parish is included in the Study Area.

The approved Masterplan acknowledged that there would be views of the site from the north from the higher ground around Brick barns Farm on Mashbury Road, Chignal St James and that a native tree buffer would be included as requested by the Parish Council. This would serve to screen this urban development and associated light pollution from Mashbury Road and form part of a landscape corridor that would link to the extensive nature reserve being created on the restored Brittons Hall landfill site and to the upper Can valley to the northwest of the site.

The Landscape and Visual Impact Assessment includes an evaluation of the development’s impact significance on the Centenary Circle walking route, (moderate/major) and landscape tranquillity, (minor). However, Chignal parish sits within the Pleshey Farmland Plateau (Local Landscape Character Area) which has a ‘*strong sense of tranquillity*’ as a key characteristic. ‘*The views within the area vary from open views over the arable farmland on the highest land to the enclosed views in the valleys in the south of the area.*’ It is noted that ‘*the erection of new farm buildings on the higher areas, could be conspicuous on the skyline.*’

Recommendation

The Council would wish to be able to comment on a detailed Landscape Management and Maintenance Plan that covers a period of at least 10 years. This should include a native tree buffer to screen views from Mashbury Road, clarifying the number and type of trees and arrangements for their future management. The trees should also be established early in the project to give them time to provide a visual screen as houses are built on site.

- **Planning Application Reference: 24/00399/FUL. Kilnfield Barns, Chignal Road, Chignal St James.** Proposed new catslide to front elevation. Parish Council comments.

Chignal Parish Council comments, 15th April 2024

Planning Application Reference: 24/00399/FUL

Address: Kilnfield Barns, Chignal Road, Chignal St James, Chelmsford

Description of works: Proposed new catslide to front elevation.

The **Chignal Parish Plan**, 2016, includes a Key Task to “support residents to improve their homes and stay in the village” and this is amplified in Objective 20, “to support opportunities for local residents to improve their homes or move to other properties in the Parish as a result of down-sizing, setting up new households or requiring additional care in line with the **Chignal Villages Design Statement (VDS)**”.

The 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.”

Chelmsford 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.

The application is for an office extension to the front elevation of Plot 3 which will not be seen from the main development entrance or from Chignal Road, as the barn is located well back into the development.

The proposed extension has a footprint of approximately 21sq m and will be built using exactly the same external materials as the original barn, being clad in black feather edge timber boarding and with a slate "cat slide" roof to match the main barn which complements a number of other cat slide roofs on the other existing barns.

There is one window / door to the front elevation with feature timber side shutters to enhance this elevation but as noted, this will not easily be seen as it is partially hidden by the barn's own garages.

This is a well-designed and simple scheme which will blend in with the existing barn, not distract from the overall appearance of this development and its surroundings, and not unduly affect adjoining residents.

Recommendation: APPROVAL.

2024/722 Implementation of Community projects:

The Gazebos were implemented.

2024/723 Community Infrastructure Levy (CIL):

consider applications for funding community projects.

- Approval of purchase of pop-up Gazebos for the Village Fete and other community uses.

Resolution: Approved

2024/724 Chignal Welcome/Information booklet:

Discussions locally for a graphic designer to create some content.

Resolution: Approved to approach a local graphic designer for a meeting.

Finance

2024/725 Review the Accounts for 2023/2024 and the final position of the budget.

An underspend of £2445 was recorded at the end of the year and added to reserves.

	Staff Costs			All Other Payments										
Budget Heading	salary	Expenses	training	Community Ink a	Emergency Plan	IT & Web	insurance	EALC RCCE	Auditors Internal	Play field Maintenance	Bank charges	Hall hire	Publications	Total Expenses
	£5,000	£100	£300	£300	£300	£1,250	£260	£200	£200	£700	£30	£500	£200	£9,340
Balance	£85	£100	£210	£300	£300	£1,250	-£207	-£2	£75	£124	£20	-£10	£200	£2,445
							Underspend	£2,445						

Resolution: *The year end position was noted.*

2024/726 Finance:

Account Balances:

Cheque Account £ 7,657.99

Included in figures above:

Precept £ 3,500

Orchard Account £ 1,380.80 (detailed below)

Saving Account £ 44,092.56

- General Reserve £20,993.23
- Cil £15,059.34 (spend FY23 to 24 below)

Total £ 51,750.55

Cil Expenditure 2023 to 2024:

Item	Payment Value	Budget Heading
Cllr Ballard - Orchard Bench	£660.00	CILs
Clerk- Community Printer & Laptop	£908.49	CILs
Sit on mower for Croquet pitch	£2,700.00	CILs
Clerk - Tuff Erman shelving for storage shed	£434.36	CILs
Cllr Ballard-Kneelers for the Orchard	£173.89	CILs
Cllr Ballard - Ladder for the Orchard	£259.00	CILs
AE Simmons - Walks guide	£145.00	CILs
Total	£5,280.74	

Orchard Account.

	Source	Expenditure	Income
CCC Orchard rent	Orchard	£200.00	
Orchard event	Income		£147.30
Village Fete Event - Grant received	Income		£150.00
Cllr Lewis - marine plywood	Orchard	£36.07	
Cllr Lewis- expenses	Orchard	£23.50	
Kneelers and forks	Cil	£173.89	£173.89
Ladder	Cil	£259.00	£259.00
			£1,775.34

Cllr Ballard - Orchard Rakes	Orchard	£107.50		
Jcm - Hedge Cutting	Orchard	£288.00		
Cllr - Ballard - brush & pans	Orchard	£36.77		
		£1,124.73		£730.19
		balance		£1,380.80

2024/727 Payments for approval.

To approve the following payments:

Date	Payment to	Description	Budget Column	Cost
10.04.2024	Clerk	Expenses - Gazebos	cil	£1,891.99
26.04.2024	Essex Pension Fund	March 2024 Payment	Salary	£166.43
13.05.2024	Essex Pension Fund	April 2024 Payment	Salary	£174.48
13.05.2024	Essex Pension Fund	May 2024 Payment	Salary	£174.98
13.05.2024	Clerk	May 2024 Payment	Salary	£191.30
13.05.2024	Clerk	April 2024 Payment	Salary	£185.00
13.05.2024	HMRC	April 2024 Payment	Salary	£46.20
13.05.2024	HMRC	May 2024 Payment	Salary	£46.20
13.05.2024	EALC	EALC Affiliation	EALC / RCCE	£220.26
13.05.2024	CCC	Lease of Howlett's Corner	Orchard	£200.00
13.05.2024	CAS	Annual Insurance renewal	Insurance	£518.94
13.05.2024	Chignal & Mashbury Village Hall	Hall Hire	Hall Hire	£90.00

Total for approval **£3,905.78**

2024/728 Review of the Bi-monthly bank reconciliation.

Resolution: *The accounts were noted with zero difference.*

2024/729 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 31st March 2024.

Resolution: *The Annual Governance Statement was confirmed and signed.*

2024/730 To adopt the Annual Accounts for the year ended 31st March 2024 – Pre-Audit and to sign the Annual Return for the year ended 31st March 2024.

Resolution: *The Annual Accounts were adopted and signed.*

2024/731 The Parish Council certifies itself as exempt from a limited assurance review:

- The Authority was in existence before the 1st of April 2018
- There were no issues raised by the external auditor in the previous fiscal year.

- The Gross income was **£16,585** which is < than the £25,000 threshold.
- The Gross Expenditure was **£13,391** which is < than the £25,000 threshold.

Resolution: The Parish Council certified itself as exempt.

REPORTS AND UPDATES

2024/732 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
- Update on outstanding landscaping issues from CCC enforcement.
 - Garden Party with over thirty residents.
 - Fundamental issues and concerns with Persimmon about the landscaping planting that has died and needs to be replaced.
 - Overgrown hedging affecting visibility exiting from Little Hollows. (Persimmon).
- B) Playing Field - Cllr Elwick and Cllr Towns
- Consider a request by the Village Hall Committee to use the playing field for overflow car parking.
- Wedding on 6th July.
 - Playing field gates would need to be opened for the event and closed after use.
 - Agreement in principle.

Resolution: Agreed to charge £30 for parking.

- C) Village Hall Liaison - Cllr Towns
- 1st June Village Fete
 - Community suggested improvements still being reviewed.
- D) Community Engagement - Cllr Nelson and Cllr Stainton
- Update on access to the Community Laptop and printer.
 - Printer is with the Chair.
 - Laptop is with the Vice Chair.
 - Timetable for the training and launch of Parish Website and Chignal newsletter.
 - Website some minor tweaks needed. Residents feedback needed.
 - Website support – contact Cllr Nelson.
 - .gov.uk e-mails to be set up – Cllr Nelson and the Clerk.
 - Website go live on Friday 24th May.
 - Chignalparish.org.uk
 - Newsletter will be part of the new website.
- E) Community Safety – Cllr Lewis
- Defibrillator in Chignal Smealey.
 - United Reform Church are keen to support a Defibrillator.
 - Cllr Lewis to request clarification from NALC on the LTN.
 - Clockstock Festival – 29th June.
 - Older music lovers.
 - The team have been very co-operative with details and questions raised.
 - Essex International Scout and Guide Jamboree – 27th July to 3rd August.
 - Covered at the start of the meeting.
 - The event will be held within the site.
- F) Highways (include Hedges) - Cllr Towns
- Village entry signs on Chignal Road: update on funding from LHP.
 - LHP scheme is being reviewed.
 - Update on white finger post sign reinstatement at Hollow Lane junction.

- The sign has been collected by Persimmon.
- Sign is awaiting contractor undertaking H&S and risk assessments.
- Ride London: update on public meetings and road closures.

G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns
Nothing to report.

H) Tree Warden - Cllr Ballard
Nothing to report.

I) Countryside conservation. – Cllr Lewis.

- Essex Local Nature recovery strategy.
 - Available but no projects to report.

2024/733 Items for the next Agenda

- Pylons response.
- Local Plan response.

Next meetings:

Monday 08 th July 2024	Bi-Monthly Meeting
Monday 09 th September 2024	Bi-Monthly Meeting
Monday 11 th November 2024	Bi-Monthly Meeting
Monday 13 th January 2025	Bi-Monthly Meeting
Monday 10 th March 2025	Annual Parish Meeting and Bi-Monthly Meeting
Monday 12 th May 2025	Annual General Meeting and Bi-Monthly Meeting

Meeting closed 21:36
Will Adshead-Grant