

# **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)

Website: [chignalparish.org.uk](http://chignalparish.org.uk)

Vice Chair: Linda Nelson.

Minutes of the Bi-Monthly Meeting of the Chignal Parish Council held on Monday 11<sup>th</sup> November 2024 at 7.30pm.

## 2024/776 Chair's Welcome.

Chair: Ballard

Councillor: Elwick, Nelson, Lewis, Polley, Towns and Stainton.

## 2024/777 Apologies for Absence.

None required.

## 2024/778 Consider an application to fill the vacancy on the Parish Council by Co-Option.

Simon Polley was co-opted to the Parish Council.

## 2024/779 Confirmation of the minutes of the meeting of the Parish Council held on 09 September 2024.

**Resolution: The minutes were confirmed.**

## 2024/780 Note the minutes of the Orchard subcommittee held on 5<sup>th</sup> November 2024.

**Resolution: The minutes were noted.**

## 2024/781 Declarations of Interests and any requests for dispensation.

There were no declarations of interest.

## 2024/782 Public Open Session for any matters that need to be drawn to the Parish Council's attention.

(The items do not need to be on the current agenda).

Six members of the public attended.

Noted a comment passed to Cllr Ballard on hedgerows obscuring vision for vehicles of the Little Hollows junction. Photographs of the junction and hedges were shared with members to understand the concern. However, it was considered that the hedgerows planted by the developer in this location are in line with the requirements of the planning permission. Chelmsford City Council is focussing efforts here on investigating planning breaches where landscaping has failed or is missing. Flooding in Hollow Lane in the ditch by the concrete bollards is an issue for the developer of Copperfield Place to resolve.

## 2024/783 County and City Councillors' Reports.

### 1. Essex County Councillor Report – Cllr Mike Steel.

#### **LHP:**

As far as I know (and I have just checked) the Village gateway is scheduled for implementation in Q3 – Oct to Dec 2024. Although I would not be surprised if it slips to Q4 – by end March 25

#### **Election**

Due to the death of Cllr Ian Grundy (both ECC and CCC), ECC have received a valid requisition for a by-election to be held for the Stock Division. The service of the requisition means that a by-election must be held. This is the case notwithstanding that we are now in the last six months before the ordinary elections.





- No volunteers to repaint / refurbish.
- Most popular suggestion for a Defibrillator, also possible local information site, book swap, distribution point for excess garden produce.

2024/790 Consider options for additional defibrillators.

- Chignal Smealey: St Nicholas Church, subject to permission from church authorities.
- Chignal St James: telephone box by The Green, owned by the Parish Council
  - £1104 (incl vat) for a fully automated unit. Needs to be in a heated cabinet £634.80 (incl Vat) plus electrical connection and installation.
  - Pads £67 (incl vat) annual change
  - Battery £246 (incl vat) 4-year change.

**Resolution:** **The Parish Council will take steps to install units at the telephone box at the Green and at St Nicholas Church and request an additional property host a unit around the area of the Pig and Whistle.**

**Resolution:** **Due to the unique nature of the telephone box needing repainting it was agreed to suspend the financial regulations. Two quotes have been received.**

**Resolution:** **The quote for £600 was approved.**

**Resolution:** **Glass to be purchased for the repairs of the box at The Green.**

**Resolution:** **The Defibrillator to be purchased through the Community Heartbeat Trust and this will include the donation of paint for the telephone box.**

2024/791 Report of the Community Communications Working Group:

- Consider recommendations for a brand/logo for Chignal Parish, developed with graphic designer.
- Approve the printing of a Chignal Christmas card with website information on clubs and events.
  - Costs three hundred cards - £166.91 (incl vat), 350 £194 (incl vat).

**Resolution:** **Parish Council to pay initial fee for scoping work for the brand concept**

**Resolution:** **Parish Council approves the 350 units to be purchased.**

2024/792 Community Infrastructure Levy (CIL):

- Consider grant application by the Orchard Committee to purchase a replacement picnic table. Three quotes were considered. £690(Incl Vat) was the preferred option due to the company supplying the bench previously.

**Resolution:** **The CIL expenditure of £690 was approved.**

2024/793 Discuss and confirm the budget for 2025-2026.

The Budget meeting was held on 11<sup>th</sup> October 2024 and the following recommendations were made.

- Increase budget from £7780 (2023-2024) to £11,005 for (2024-2025).
- Main changes IT/Web, Emergency consumables,

**Resolution:** **The budget was approved.**

2024/794 Review and confirm the precept demand on Chelmsford City Council for 2025-2026 of £7,000.

The impact is approximately £0.00 per annum change on a Band D.

There is no change in the precept levels as reserves are being used to meet budget.

**Resolution:** **The precept demand was approved.**

2024/795 Consider a proposal by the Essex Association of Local Councils.

Re-establish a Chelmsford Association to represent the twenty-nine parish and town councils in the district.

## **REPORTS AND UPDATES.**

2024/796 Representatives' Reports: to discuss and debate any items.

A) Little Hollows / Copperfield Place Liaison - Cllr Elwick

- Landscaping: update from CCC Planning Enforcement.
    - i. Waiting on new works by Persimmon to replace the damaged trees and hedges agreed with CCC Planning enforcement.
    - ii. Reference the Hedge and lines of sight was covered in the public open session.
    - iii. Discussed the planning enforcement report from CCC.
- B) Village Hall Liaison - Cllr Towns.
- Heating system required a replacement part.
  - Saturday 7<sup>th</sup> December 10-12 Christmas Coffee and mince pies at the Village Hall.
- C) Community Engagement - Cllr Nelson and Cllr Stainton.
- Community laptop, printer, laminator, and projector – update on storage and guidelines for using this equipment by clubs/groups and residents.
    - i. The items are only to be used during parish Council events.
    - ii. The equipment needs to remain under the supervision of a Parish Councillor.
    - iii. The Projector would need to be booked out by Clubs.
    - iv. The Printer paper and ink will be supplied free of charge by the Parish Council for reasonable use for the next 12 months.
    - v. Training will be provided on using a lap-top and connecting to the printer.
  - Parish Website- further support required to help clubs/groups to update content.
  - The setting up of.gov.uk e-mails – on-going.
- D) Community Safety – Cllr Lewis
- Fly tipping was noted.
- E) Highways (include Hedges) - Cllr Towns
- Update on LHP funding for village entry gates, see item 783.
  - Update on reinstalling the directional sign to Chignal Smealey at Hollow Lane/Chignal Road junction – no action by Persimmon.
- F) Countryside conservation. – Cllr Lewis.
- Essex Local Nature recovery strategy – update on public consultation. Nature recovery supported by the Parish Council with Birdboxes, Bat boxes and Owl boxes but difficult for the Parish Council as they only own the Playing field. Potential for further nature recovery on the former landfill site with connections to the river Can to enhance local wildlife corridors. Potential to run the parish wildlife survey again – last undertaken in 2021.

2024/796      Items for the next Agenda

- Card for the Parish Council bank account to pay expenses where the bank account cannot be used.

Next meetings:

**Monday 13<sup>th</sup> January 2025**  
 Monday 10<sup>th</sup> March 2025  
 Monday 12<sup>th</sup> May 2025

**Bi-Monthly Meeting.**  
 Annual Parish Meeting and Bi-Monthly Meeting.  
 Annual General Meeting and Bi-Monthly Meeting.

**Meeting closed 21:40**  
**Will Adshead-Grant**