



Chignal Parish Council

C/O 45 Cherry Garden Road, Great Waltham, Chelmsford, Essex, CM3 1DH
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Clerk: Will Adshead-Grant
Website: Chignal-PC.gov.uk

Chair: Lynn Ballard
Vice Chair: Linda Nelson

Posted: 03.09.2025

You are hereby summonsed to attend the Bi-Monthly Meeting of the Chignal Parish Council on Monday 8th September 2025 at **7.30pm** for transacting the following business.
w j adshead-grant, Clerk.

The Public and Press are cordially invited to be present. Members of the public are invited to address the Council at the Public Open Session.

Governance

2025/899 Chair's Welcome.

2025/900 Apologies for Absence.

2025/901 Confirmation of the minutes of the meeting of the Parish Council held on July 2025.

2025/902 Note the minutes of the Orchard Committee held on 2nd September 2025.

2025/903 Declarations of Interests and any requests for dispensation.

2025/904 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.

2025/905 County and City Councillors' Reports.

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

2025/906 Planning.

National Grid Electricity Transmission (NG-ET), Norwich to Tilbury: submission of the planning application 29th August and next steps www.nationalgrid.com/norwich-to-tilbury

2025/907 Planning Applications.

1. Planning Application Reference: 25/01138/FUL
Address: 3 Kilnfield Barns, Chignal Road, Chignal Smealey
Description of works: Single storey side extension.
2. Planning Application Reference: 25/01124/FUL
Address: Barn South Hillcroft, Chignal Road, Chignal Smealey
Description of works: Removal of identified buildings on site. Conversion of existing buildings on site to a residential dwelling
3. Reference: 25/01182/FUL
Address: Land Southeast of Woodhall House Chignal Road Chignal Smealey Chelmsford.
Description of works: Proposed new dwelling and garage, associated landscaping, parking and formation of access.



2025/914 Payments for approval.

To approve the following payments:

Date	Payment to	Description	Budget Column	Cost
15.08.25	Clerk Salary	August - Salary	Salary	£276.33
15.08.25	DM Payroll	1/2 year payroll administartion	Expenses	£72.00
15.08.25	Broomfield Parish Council	Norwich to Tilbury report	Reserve	£344.84
15.08.25	Fran Layzell Design	Orchard Logo Plaque	Orchard	£20.00
15.08.25	Fran Layzell Design	A5 sign for Notice Boards	Reserve	£40.00
15.08.25	HMRC	PAYE - August	Paye	£59.40
15.08.25	Essex Pension Fund	Pension	Pension	£195.62
11.08.2025	Amazon	62XL colour cartridge set	Expenses	£36.48
26.08.2025	Print 2 Media	New signs for the noticeboard and orchard	Reserve	£119.89

Total for approval **£1164.56**

2025/915 Review of the Bi-monthly bank reconciliation

2025/916 Note the Internal Auditor reports on the FY 2024 / 2025.

- For Fidelity Insurance Cover, the recommended guideline is the year end balances +50% of the precept. The Council needs to check that amount of its fidelity insurance to make certain that it is not under insured. (currently level of fidelity insurance is £25,000)
 - Year End Balance - £45,823
 - Precept £7,000
- The Council needs to review the composition of the Terms of Reference for the Orchard committee.

2025/917 Parish Council Budget Meeting for FY 2026-2027.
date to agree next year's budget and set Precept.

REPORTS AND UPDATES

2025/918 Discuss and adopt the Biodiversity Policy 2025.

2025/919 Update on Local Government Reorganisation.

2025/920 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
 - Update on Copperfield Place landscaping work and road signage.
- B) Playing Field - Cllr Elwick and Cllr Towns
 - car park.
 - Consider a proposal to construct a Pétanque court adjacent to the car park.
- C) Community Engagement - Cllr Nelson and Cllr Stainton



- Update on support for clubs and groups to update their information on the parish council website: www.chignal-pc.gov.uk
- D) Community Safety – Cllr Lewis
- Defibrillator training from CHT
- E) Highways (include Hedges) - Cllr Towns, Cllr Elwick, Cllr Ballard
- Update re a No through Road sign on hollow lane.
- F) Countryside conservation. – Cllr Lewis, Cllr Ballard.
- Nature notes on the Parish website. Update on the wildlife survey.

2025/921 Items for the next Agenda:

Next meetings:

Monday 10 th November 2025	Bi-Monthly Meeting.
Monday 12 th January 2026	Bi-Monthly Meeting.
Monday 9 th March 2026	Bi-Monthly Meeting and Annual Parish Meeting.
Monday 11 th May 2026	Annual General Meeting and Bi-Monthly Meeting.