



# Chignal Parish Council

C/O 45 Cherry Garden Road, Great Waltham, Chelmsford, Essex, CM3 1DH  
Tel: 01245 360811 Email: [Clerk@Chignal-pc.gov.uk](mailto:Clerk@Chignal-pc.gov.uk)

Clerk: Will Adshead-Grant  
Website: [Chignal-PC.gov.uk](http://Chignal-PC.gov.uk)

Chair: Lynn Ballard  
Vice Chair: Linda Nelson

## **Posted: 04.11.2025**

You are hereby summonsed to attend the Bi-Monthly Meeting of the Chignal Parish Council on Monday 10<sup>th</sup> November 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**

2025/923 Chair's Welcome.

2025/924 Apologies for Absence.

2025/925 Confirmation of the minutes of the meeting of the Parish Council held on 8<sup>th</sup> September 2025.

2025/926 Note the minutes of the Orchard Committee held on 4<sup>th</sup> November 2025.

2025/927 Declarations of Interests and any requests for dispensation.

2025/928 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.

2025/929 County and City Councillors' Reports.

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

2025/930 Planning.

**National Grid Electricity Transmission (NG-ET), Norwich to Tilbury:** registration of a representation on this Nationally Significant Infrastructure Project on the Planning Inspectorate website required by 27<sup>th</sup> November. Comments to focus on: a. how N2T pylons will affect the surrounding area; b. highway safety c. the design of the project (what it will look like); d. whether the project will affect the enjoyment of your own property in any way (such as the garden) e. the impacts the project may have on your day-to-day life. Prow being restricted/blocked, limiting the access to our local countryside.

| <u>Reference</u> | <u>Address</u>                                                             | <u>Status</u>         |
|------------------|----------------------------------------------------------------------------|-----------------------|
| 25/00670/FUL     | 8 Kilnfield Barns Chignal Road Chignal Smealy Chelmsford Essex CM1 4GR     | Application Permitted |
| 25/00697/FUL     | Brittons Hall Farm Mashbury Road Chignal St James Chelmsford Essex CM1 4UA | Application Permitted |
| 25/00804/FUL     | Woodside Chignal Road Chignal Smealy Chelmsford Essex CM1 4SU              | Application Permitted |
| 24/01545/CLEUD   | Westleas Mashbury Road Chignal St James Chelmsford Essex CM1 4TW           | Split Decision        |
| 25/00812/FUL     | Hard Oak Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ           | Application Refused   |



|              |                                                                               |                       |
|--------------|-------------------------------------------------------------------------------|-----------------------|
| 25/00870/FUL | 1 Kilnfield Barns Chignal Road Chignal Smealy Chelmsford Essex CM1 4GR        | Application Refused   |
| 25/01182/FUL | Land Southeast of Woodhall House Chignal Road Chignal Smealy Chelmsford Essex | Application Permitted |
| 25/01138/FUL | 3 Kilnfield Barns Chignal Road Chignal Smealy Chelmsford Essex CM1 4GR        | Application Permitted |
| 25/01124/FUL | Barn South Hillcroft Chignal Road Chignal Smealy Chelmsford Essex             | Application Permitted |

#### 2025/931 Planning Applications.

##### 1. Planning Application Reference: 25/01375/FUL and 25/01376/LBC

Address: Chignal Hall, Chignal Hall Lane, Chignal St James, Chelmsford

Description of works: Replacement tiled roof over glazed link and new glazed roof over courtyard

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 adjoin 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.”

This application is for a glass infill roof over an existing internal courtyard to create a dining room with minor adjustments to some external elevations. The new enclosed courtyard, and the rooms off the courtyard, may require some form of additional ventilation requirement. For example, opening glazed rooflights within the pyramid roof.

This proposed development will not be visible from the road and when constructed will blend in well with the existing property. It fits with the objectives of the Chignal Parish Plan and guidance in the Chignal Villages VDS.

Recommendation: APPROVAL

#### 2025/932 Update on Local Government Reorganisation.

Consultation on Government recommended Unitaries in Greater Essex expected in November.

#### 2025/933 Essex Love your Bus.

Update on implementation of project to promote the Lodge bus services 17/18.

#### 2025/934 Chelmsford Local Plan Review: Focused Consultation on Additional Sites (Regulation 19)

Consider a response to the proposed new Strategic Growth Site 18a for 100 houses north of Hollow Lane, between Little Hollows and Broomwood Manor, access from Chignal Road. This consultation is due to run from 20 Nov – 8 Jan following approval by the City Council's Policy Board on 6<sup>th</sup>

November:

<https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-november-2025/>

#### 2025/935 Chelmsford Community Governance Review:

Consultation on creating parishes in unparished parts of Chelmsford from 22nd September – 22nd December 2025. Consider response.

#### 2025/936 Registering Community Assets:

Renewal of Cricket Ground, Chignal Smealey registration by March 2026



2025/937 Chignal Parish branding.

Siting and installation of a new parish notice board near the junction of Chignal Road and Hollow Lane. Approval to design and print Chignal Christmas Card.

2025/938 Chignal Community Meeting 1<sup>st</sup> November.

Feedback and outcomes.

2025/939 Review and agree to the Budget for 2026-2027 Financial year.

A budget of £9,860 is proposed.

2025/940 Agree the Precept for the 2026-2027 Financial Year.

Suggested to use £2,860 from reserves to keep the Precept at the same level as Financial Year 2024/2025. £7,000.

### Finance

2025/941 Update on Budget 2025-2026.

|            | Budget  |  | Current Spend |  | Balance |
|------------|---------|--|---------------|--|---------|
| Staff Cost | £5,600  |  | £2,194        |  | £3,406  |
| Admin      | £5,405  |  | £2,251        |  | £3,154  |
| Total      | £11,005 |  | £4,445        |  | £6,560  |

|          |         |  |        |  |         |
|----------|---------|--|--------|--|---------|
| Cil      | £16,660 |  | £5,858 |  | £10,802 |
| Reserves | £19,616 |  | £1,947 |  | £17,669 |
| Orchard  | £2,903  |  | £220   |  | £2,683  |

2025/942 Finance:

Figures taken.

#### Accounts

Account Balances:

**Cheque Account**                      **£ 4,026.40 @ 0% Interest**

**Saving Account**                      **£ 37,000.88 @ 1.21% Interest**

Earmarked reserves:

- Orchard Account                      £2,585
- General Reserve.                      £17,549
- Legal Challenges V Pylons.                      £10,000
- Cil.                      £10,802

---

**Total**                                      **£41,027.28**

2025/943 Payments for approval.

To approve the following payments:

| Payment to          | Description                   | Budget Column                    | Cost      |
|---------------------|-------------------------------|----------------------------------|-----------|
|                     |                               |                                  |           |
| Taylor agricultural | grass cutting playing field   | play field maintenance           | £384.00   |
| Recoded Solutions   | Annual business Microsoft 365 | IT & Web                         | £1,108.80 |
| Recoded Solutions   | .gov domain                   | IT & Web                         | £60.00    |
| Jcm                 | hedge cuts                    | Play Field Maintenance / Orchard | £660.00   |
| Clerk Salary        | October salary                | Salary                           | £204.23   |
| HMRC                | Paye - October                | Paye                             | £51.00    |
| Essex Pension Fund  | October pension               | Pension                          | £182.30   |
| Clerk Salary        | November salary               | Salary                           | £210.53   |
| HMRC                | Paye - November               | Paye                             | £51.00    |
| Essex Pension Fund  | November pension              | Pension                          | £182.30   |

**Total for approval** **£3094.16**

2025/944 Review of the Bi-monthly bank reconciliation.

### **REPORTS AND UPDATES**

2025/945 Updates from Chelmsford Association of Local Councils.

Feedback on the CALC AGM on 15<sup>th</sup> October. Next meeting 21<sup>st</sup> January.

2025/946 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
  - Update on Copperfield Place landscaping work.
- B) Playing Field - Cllr Elwick and Cllr Towns
  - Consider a proposal to construct a Pétanque court.
- C) Community Engagement - Cllr Nelson and Cllr Stainton
  - Updating community information on the parish council website: [www.chignal-pc.gov.uk](http://www.chignal-pc.gov.uk)
- D) Community Safety – Cllr Lewis
  - Additional Defibrillators and CPR Training
- E) Highways (include Hedges) - Cllr Towns, Cllr Elwick, Cllr Ballard
  - Update on road signs and filling of ditch by Maple View.
- F) Public Rights of WAY
  - Fouling by dogs
  - Options to encourage reporting of issues.



- G) Countryside conservation. – Cllr Lewis, Cllr Ballard.
- Essex Nature Recovery Strategy published.
  - Update on the Chignal wildlife survey.

2025/947      Items for the next Agenda:

**Next meetings:**

Monday 12<sup>th</sup> January 2026

Monday 9<sup>th</sup> March 2026

Monday 11<sup>th</sup> May 2026

Bi-Monthly Meeting.

Bi-Monthly Meeting and Annual Parish Meeting.

Annual General Meeting and Bi-Monthly Meeting.