

Chignal Parish Council

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

Tel: 01245 360811 Email: Clerk@Chignal-pc.gov.uk

Clerk: Will Adshead-Grant

Chair: Lynn Ballard

Website: e-voice.org.uk/Chignal-Parish

Vice Chair: Linda Nelson

Website: Chignalparish.org.uk

Posted : 07 05 2025

You are hereby summonsed to attend the Annual General Meeting and the Bi-Monthly Meeting of the Chignal Parish Council on Monday 12th May 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.

Annual General Meeting.

Governance

2025/834 Election of the Parish Council Chair.

2025/835 Signing of the Declaration of office by the Chair.

2025/836 Election of the Vice-Chair.

2025/837 Chair's Welcome.

2025/838 Apologies for Absence.

2025/839 Review and Adopt the Standing Orders – March 2025 template.

2025/840 Review and Adopt the Financial regulations – March 2025 template.

2025/841 Reappoint the internal auditor– Clerk..

2025/842 Review of the Council's complaints procedure– Clerk.

2025/843 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation– Clerk.

2025/844 Review of the Council's policy for dealing with the press/media. – Clerk.

2025/845 Review of the Council's employment policies and procedures– Clerk.

2025/846 Review and approve the asset register – Clerk.

2025/847 Review and approve the risk assessments – Clerk.

2025/848 To Review and approve the Terms of Reference for the committee :

- i. Orchard Committee.
- ii. Staffing Committee.
- iii. Planning Committee.

2025/849 To review the membership of the parish Council Committees:

- i. Orchard Committee. *Current Members: Cllrs Lewis and Ballard.*
- ii. Staffing Committee. *Current Members: Cllr Nelson, Towns and Ballard.*

iii. Planning Committee. *Current Members: All members.*

- 2025/850 Review and confirm representative areas of responsibility and any changes – Clerk.
- Little Hollows / Copperfield Liaison – *Current Member Cllr Elwick.*
 - Playing Field – *Current Members Cllrs Elwick, Towns and Nelson.*
 - Village Hall Liaison – *Current Member Cllr Towns.*
 - Community Engagement – *Current Members Cllrs Nelson and Stainton.*
 - Community Safety – *Current Member Cllr Lewis.*
 - Highways (include Hedges) – *Current Members Cllrs Ballard , Towns and Elwick.*
 - Footpaths/Bridleways – *Current Members Cllrs Nelson and Towns.*
 - Tree Warden – *Current Member Cllr Ballard.*
 - Countryside Conservation / Climate Change *Current Members Cllr Ballard and Lewis.*
- 2025/851 Confirmation of arrangements for insurance cover in respect of all insurable risks– Clerk.
- 2025/852 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”).
- 2025/853 Review of the Council’s and/or staff subscriptions to other bodies– Clerk.
- N.A.L.C / E.A.L.C
 - R.C.C.E.
- 2025/854 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence– Clerk.
- 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 £.
- 2025/855 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council– Clerk.
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| Monday 07 th July 2025 | Bi-Monthly Meeting |
| Monday 08 th September 2025 | Bi-Monthly Meeting |
| Monday 10 th November 2025 | Bi-Monthly Meeting |
| Monday 12 th January 2026 | Bi-Monthly Meeting |
| Monday 9 th March 2026 | Annual Parish Meeting and Bi-Monthly Meeting |
| Monday 11 ^h May 2026 | Annual General Meeting and Bi-Monthly Meeting |
- 2025/856 Note standing orders and direct debits on the Parish Council Accounts.

Ordinary Meeting.

- 2025/857 Confirmation of the minutes of the meeting of the Parish Council held on 10th March 2025.
- 2025/858 Declarations of Interests and any requests for dispensation.
- 2025/859 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.
- 2025/860 County and City Councillors’ Reports.

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

2025/861 Planning.

National Grid Electricity Transmission (NG-ET), Norwich to Tilbury: response to changes to proposed pylons in Essex by the group of parishes to the west of Chelmsford. www.nationalgrid.com/norwich-to-tilbury

2025/862 Planning Applications.

1. 25/00399/FUL

Erection of a new residential dwelling and garage, associated landscaping, parking and new access. Land South East Of Woodhall House Chignal Road Chignal Smealy.

2. 25/00670/FUL.

Address: 8 Kilnfield Barns Chignal Road Chignal Smealy Chelmsford

Description of works: Proposed single storey outbuilding designed to accommodate a private home gym and dedicated cinema room.

2025/863 Essex Love Your Bus.

Funding secured to promote the Lodge bus services 17/18: project update.

2025/864 Community Infrastructure Levy (CIL):

Completed projects.

- Gazebos for the Village fete and other community uses.
- Octagonal picnic table for the community orchard.

2025/865 Chignal Parish branding:

Update on design and printing of the community orchard booklet and roller banner; using the branding on parish council media, website, emails, agendas etc; playing field information board; parish notice boards; Chignal Welcome/Information booklet.

Approval of quotes.

Finance

2025/866 Review the final Accounts for 2024/2025.

	Budget	Actual
Staff Costs	£5,000.00	£5,418.00
Admin	£2,780.00	£2,979.00
Total	£7,780.00	£8,397.00

£617.00 Overspend

Reserves	
Parish	£19,616.00
Cil	£9,497.00

2025/867 Finance:

Accounts 03.05.2025 21:34

Account Balances:

Cheque Account

£ 4,530.59

@ 0% Interest

Precept	£	3,500
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- Orchard Account £ 2,903.08
- General Reserve. £19,616
- Infrastructure & Sustainability £ 3,178
- Legal Challenges V Pylons. £10,000
- Cil. £ 9,497

Total **£48,694.14**

To approve the following payments:

Total for approval	£3,575.27
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2025/870 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 **£11,551** which is < than the £25,000 threshold
- The Gross Expenditure was **£15,871** which is < than the £25,000 threshold

REPORTS AND UPDATES

2025/871 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
- Update on Copperfield Place landscaping work and road visibility issues.
- B) Playing Field - Cllr Elwick and Cllr Towns
- Anti-social behaviour: damage by trail bikes, graffiti on the gazebo, litter and BBQs.
 - Approval to commission design and installation of an information board in the playing field car park, (quote to be supplied).
- C) Village Hall Liaison - Cllr Towns
- D) Community Engagement - Cllr Nelson and Cllr Stainton
- Update on migrating the Parish website to gov.uk domain and support for clubs and groups to update information.
 - Request to approve expenditure with RCoded.
 - Citizens Advice, Chelmsford: attending the Parish Coffee Morning on 1st October.
- E) Community Safety – Cllr Lewis
- Update on installation of two Defibrillators: in the refurbished telephone box by The Green and on the Parish Council notice board by St Nicholas Church.
 - Report on Village Litter Pick on 16th March.
 - Request to approve the purchase of a board to fix the Chignal Smealey defib at a cost up to £200 (ex Vat).
 - Request to approve the purchase of an electricians services to install the defib in the telephone box at £275.
- F) Highways (include Hedges) - Cllr Towns
- Update on reinstalling the directional sign to Chignal Smealey at Hollow Lane/Chignal Road junction
 - Potholes repaired on Mashbury Road by the entrance to Gardening Express.
- G) Footpaths/Bridleways – Cllr Nelson and Cllr Towns
- H) Tree Warden - Cllr Ballard
- I) Countryside conservation. – Cllr Lewis.
- Nature Recovery: changes to the mowing regime on The Green and Chignal Wildlife Survey.

2025/872 Items for the next Agenda:

Next meetings:

Monday 07 th July 2025	Bi-Monthly Meeting
Monday 08 th September 2025	Bi-Monthly Meeting
Monday 10 th November 2025	Bi-Monthly Meeting
Monday 12 th January 2026	Bi-Monthly Meeting
Monday 9 th March 2026	Annual Parish Meeting and Bi-Monthly Meeting
Monday 11 ^h May 2026	Annual General Meeting and Bi-Monthly Meeting