

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: Chignal-pc.gov.uk

Vice Chair: Linda Nelson

Posted: 06 05 2026

You are hereby summonsed to attend the Annual General Meeting and the Bi-Monthly Meeting of the Chignal Parish Council on Monday 11th May 2026 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.

2026/987 Election of the Parish Council Chair.

2026/988 Signing of the Declaration of office by the Chair.

2026/989 Election of the Vice-Chair.

2026/990 Chair's Welcome.

2026/991 Apologies for Absence.

2026/992 Review and Adopt the Standing Orders.

2026/993 Review and Adopt the Financial regulations.

2026/994 Review of representation on or work with external bodies and arrangements for reporting back.

- CALC
- EALC / NALC
- NWEST Parishes group.

2026/995 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.

- Annual lease for the storage shed from the Village Hall - £20 p/annum
- Annual lease of the Orchard. - £200 p/annum.

2026/996 Re-appoint the internal auditor.

2026/997 Review of the Council's complaints procedure.

2026/998 Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation.

2026/999 Review of the Council's policy for dealing with the press/media.

2026/1000 Review of the Council's employment policies and procedures.

2026/1001 Review of inventory of land and other assets including buildings and office equipment – The Asset List.

2026/1002 Review and approve the risk assessments.

2026/1003 To Review and approve the Terms of Reference for the committee:

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

2026/1004 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.*

2026/1005 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.*

2026/1006 Confirmation of arrangements for insurance cover in respect of all insurable risks– Clerk.
Ansvr insurance at a cost of £ 594.65

2026/1007 Review of the Council's and/or staff subscriptions to other bodies– Clerk.

- N.A.L.C £43.52
- E.A.L.C £193.45
- R.C.C.E. £63.60
- C.A.L.C £40.00
- SLCC £36.85
- CPRE Donation

2026/1008 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

2026/1009 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Monday 06 th July 2026	Bi-Monthly Meeting
Monday 07 th September 2026	Bi-Monthly Meeting
Monday 09 th November 2026	Bi-Monthly Meeting
Monday 11 th January 2027	Bi-Monthly Meeting
Monday 08 th March 2027	Annual Parish Meeting and Bi-Monthly Meeting
Monday 10 th May 2027	Annual General Meeting and Bi-Monthly Meeting

2026/1010 Note standing orders and direct debits on the Parish Council Accounts.

2026/1011 Confirmation of the minutes of the meeting of the Parish Council held on 9th March 2026.

2026/1012 Note the Orchard Minutes of 8th May 2026.

- Approval to purchase two wooden hay rakes: £72.00.

2026/1013 Declarations of Interests and any requests for dispensation.

2026/1014 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.

2026/1015 County and City Councillors' Reports.

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

2026/1016 Planning.

Norwich to Tilbury DCO Examination: Hearing 2 Issues, Landscape and Visual and Historic Environment, representations by the Parishes Northwest and Southwest of Chelmsford and Alison Farmer Associates. Further representations to meet Deadline 4 on 12th May.

2026/1017 Planning decision by Chelmsford City Council.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
26/00260/FUL	Hard Oak Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ	Application Refused
26/00271/FUL	Braddocks Mashbury Road Chignal St James Chelmsford Essex CM1 4TZ	Application Permitted

2026/1018 Planning Applications.

1. 26/00300/FUL. 2 Kilnfield Barns, Chignal Road, Chignal Smealy, Chelmsford.
Proposed new window to rear elevation.

This application is for an additional window at first floor level to the rear of No. 2 Kilnfield Barns. The introduction of a window in the rear elevation would match existing windows and be symmetrical. The bedroom that would be served by the proposed window is likely to be quite dark and it is noted that Bedroom 2 has the same size window.

The new window would look down onto the garden of No.3 and overlook the garden and rear elevation of No 7. The use of obscured glass could be used to overcome this problem.

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 application is compliant with Chelmsford Local Plan POLICY DM11. “Planning permission will be granted for extensions or alterations to existing buildings where the building is located within the Rural Area and the extension or alteration would not:

- i. be out of keeping with its context and surroundings and does not result in any other unacceptable harm.
- ii. and adversely impact on the identified intrinsic character and beauty of the Rural Area.

Recommendation: APPROVAL

2026/1019 Planning Breaches

- Barn on land south of Hillcroft, Chignal Smealey: breach of conditions 3, 4, 5, 6 and 11 of 25/01124/FUL.
- New House, The Green, Chignal St James: Formation of a parking bay and Construction of raised platforms; land level alterations.

2026/1020 Essex Safer Speeds Strategy.
note the Parish Council's response.

The villages of Chignal St James and Chignal Smealey are situated on the western edge of Chelmsford and are connected by a 5-mile circular route, encompassing sections of Chignal Road and Mashbury Road. Both roads are narrow country lanes with several blind bends, reduced visibility and no footways or street lighting. These lanes are used regularly by residents and visitors for recreation: walking, cycling and horse riding. The Chignal "loop" is promoted as a family friendly cycle route by Chelmsford City Council, and it is used regularly for charity cycle rides, including Ride London. Lodges Coaches operate a jump on, jump off bus service, (No 17/18) 4 times a week that serves both Chignal villages and provides opportunities for Chelmsford residents to explore Chignal parish on foot.

The increasing volume and speed of traffic, including vans and heavy lorries using the Chignal lanes, is incompatible with safe usage by walkers, cyclists and horse riders. This safety issue is compounded at peak times, particularly on Chignal Road, (from the junction with Breeds Road and the junction with Copperfield Road) which is used as a rat run by commuters to avoid congestion in Chelmsford.

The Council considers that as heightened risks exist related to the presence of pedestrians or cyclists, and the geometry of the lanes in Chignal, the use of lower speed limits should be introduced. On Chignal Road where there are current speed restrictions of 40mph these should be lowered to 30mph and the derestricted section between "Woodside" and "Broomwood Manor" should become 40mph.

The Chignal Parish Plan published in 2016 reflects concerns about speeding raised by parishioners and proposals were considered to impose 30 mph speed restrictions. See Objective 24 of the Parish Plan: *To ensure that local road users (vehicle drivers, walkers, cyclists and horse riders) can all travel safely on local lanes by working with the County Highways Authority, local businesses and stakeholders to monitor traffic speeds, damage by heavy goods vehicles and management of cycling events.*

The Parish Council would wish to be included in a community-led pilot to trial speed limit changes on Chignal Road and Mashbury Road and would also support having "No Footpath for 3 miles" highway signs on both Chignal Road and Mashbury Road within Chignal parish.

2026/1021 Receive a report on the CALC meeting of the 22nd of April 2026.

2026/1022 Essex LGR – note the government decision.

Government decision in favour of 5 Unitaries. Chelmsford to join Brentwood and Maldon to form the new unitary of Mid Essex Council.

2026/1023 Review the final position of the accounts for 2025/2026.

	Budget	Current Spend	Balance	Remaining
Staff Cost	£5,600	£5,304	£296	
Admin	£5,405	£5,533	-£128	
Total	£11,005	£10,837	£168	2%
Cil	£16,660	£6,758	£9,902	
Reserves	£19,616	£3,174	£16,442	
Orchard	£2,903	£781	£2,122	

2026/1024 Update on the accounts 2026/2027.

	Budget	Current Spend	Balance	Remaining
Staff Cost	£5,600	£889	£4,711	
Admin	£4,260	£932	£3,328	
Total	£9,860	£1,821	£8,039	82%
Cil	£9,902	£1,044	£8,858	
Reserves	£16,441	£91	£16,350	
Orchard	£2,122	£200	£1,922	

2026/1025 Finance.

Accounts taken 04.05.2026 @12.13

Accounts :

Cheque Account	£3,904.49	(0% interest)
----------------	-----------	---------------

Savings Account	£34,646.62	(1.05% interest)
-----------------	------------	------------------

Total	£38,551.11
--------------	-------------------

Reserves

Ear Marked Reserves

- Infrastructure & Sustainability project £10,000.00
- Legal Support for National Grid Pylons £10,000.00

2026/1026 Payments for approval.

To approve the following payments:

Date	Payment to	Description	Budget Column	Cost
14.04.2026	Parts in Motion	Battery for mower.Charger for shed	Reserves	£90.76
14.05.2026	SLCC	Annual subscription	Subscriptions	£36.69
14.05.2026	RCCE	Annual subscription	Subscriptions	£63.60
14.05.2026	HMRC	PAYE / NIC - April	Paye	£51.00
14.05.2026	Clerk	Salary - April	Salary	£212.90
14.05.2026	EALC / NALC	Annual subscription	Subscriptions	£236.97
14.05.2026	Essex Pension Fund	Clerks Pension- April	Pension	£177.27
14.05.2026	CAS (James Hallam)	Annual Insurance	Insurance	£594.65
14.05.2026	JCM	Install Parish Sign	CIL	£1,044.20
14.05.2026	Chelmsford City Council	Rent for the Orchard	Orchard	£200.00
14.05.2026	Essex Pension Fund	Clerks Pension- May	Pension	£177.27
14.05.2026	Clerk	Salary - May	Salary	£219.20
14.05.2026	HMRC	PAYE / NIC - May	Paye	£51.00
			Total	£3,155.51

Total for approval	£3,155.51
---------------------------	------------------

2026/1027 Review of the Bi-monthly bank reconciliation

2026/1028 Review of Internal Controls.

2026/1029 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 £10,870 < than the £25,000 threshold.
- The Gross Expenditure was £21,551 which is < than the £25,000 threshold.

2026/1030 To receive the Internal Auditors reports and discuss the findings and recommendations.

Items Raised by the 2025/2026 Audit:

1. The last five years' of AGAR are listed on the website but it is not possible to see them. The AGAR must be publicly available on a Council's website for a minimum of five years under the Transparency Code for Smaller Authorities, which mandates should be retained and displayed for a minimum of five years, to ensure compliance and transparency.
2. The Council has not posted the Notice for the Exercise of Public Rights for the year 2024/2025 on its website, as required by the Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014

2026/1031 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 2026.

2026/1032 To adopt the Annual Accounts for the year ended 31st March 2026 and to sign the Annual Return for the year ended 31st March 2026.

2026/1033 Representatives' Reports: to discuss and debate any items.

- A) Little Hollows / Copperfield Place Liaison - Cllr Elwick
 - Landscaping – Update on replacing dead trees and hedging.
- B) Playing Field - Cllr Elwick, Cllr Towns and Cllr. Polley
 - Pétanque – progress report by the working group on siting and construction costs.
- C) Village Hall Liaison - Cllr Towns
- D) Community Engagement - Cllr Nelson and Cllr Stainton
 - Parish Website – Progress on updating content and creating e-mail addresses for clubs and groups.
 - New Parish Noticeboard – update on installation.
 - Telephone box, Chignal Smealey
- E) Community Safety – Cllr Lewis
 - Defibrillators – update on training. Approval for the installation of a defib on the new noticeboard near Hollow Lane.
- F) Highways (include Hedges) - Cllr Towns, Cllr Elwick and Cllr Ballard
 - Results of the traffic speed and volume survey at Hollow Lane / Chignal Road Junction.
- G) Footpaths/Bridleways – Cllr Nelson, Cllr Towns and Cllr. Polley
 - Footpath audit – progress report.
- H) Countryside conservation. – Cllr Lewis and Cllr Ballard.

- Nature Recovery: consider potential actions to increase the biodiversity of roadside verges, such as not mowing/trimming grass outside properties and planting native bulbs and wildflower plugs.

2026/1035 Items for the next Agenda:

Next meetings:

Monday 06 th July 2026	Bi-Monthly Meeting
Monday 07 th September 2026	Bi-Monthly Meeting
Monday 09 th November 2026	Bi-Monthly Meeting
Monday 11 th January 2027	Bi-Monthly Meeting
Monday 08 th March 2027	Annual Parish Meeting and Bi-Monthly Meeting
Monday 10 th May 2027	Annual General Meeting and Bi-Monthly Meeting