

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

Minutes of the Annual General Meeting and the Bi-Monthly Meeting of the Chignal Parish Council held on Monday 11th May 2026 at 7.30pm.

Annual General Meeting.

2026/987 Election of the Parish Council Chair.

Cllr Ballard was elected.

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

The Paperwork was signed.

2026/989 Election of the Vice-Chair.

Cllr Nelson was elected.

2026/990 Chair's Welcome.

Chair: Ballard

Cllrs: Nelson, Polley, Elwick, Stainton, Towns

2026/991 Apologies for Absence.

Cllr Lewis.

2026/992 Review and Adopt the Standing Orders.

Resolution: The standing orders were adopted.

2026/993 Review and Adopt the Financial regulations.

Resolution: The financial regulations were adopted.

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

- CALC. - Cllr Polley, Cllr Ballard, Cllr Towns.
- EALC / NALC - Cllr Ballard.
- NWEST Parishes group. - Cllr Ballard, Cllr Towns, Polley.

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.

Resolution: Ann Woods was re-appointed for fiscal year 2026 to 2027.

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

- Complaints policy.

Resolution: The complaints procedures were reviewed.

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

Resolution: The policies were reviewed and approved.

- 2026/999 Review of the Council's policy for dealing with the press/media.
- Media and Press Policy

Resolution: The policies were reviewed and approved.

- 2026/1000 Review of the Council's employment policies and procedures.
- Equal opportunities policy.

Resolution: The policies were reviewed and approved.

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

The Asset list was discussed. A laminator and the new battery charger to be added.

Resolution: The Asset list has been sent out to members to confirm.

- 2026/1002 Review and approve the risk assessments.

Resolution: The risk assessment was reviewed and approved.

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

- i. Orchard Committee. – The subcommittee was removed to leave the Committee.
- ii. Staffing Committee. – No changes.
- iii. Planning Committee. – no changes

Resolution: The Orchard TOR was reviewed and adjusted with the subcommittee removed and voting rights restricted to Parish Councillors.

- 2026/1004 To review the membership of the parish Council Committees:

- i. Orchard Committee. *Current Members: Cllrs Lewis and Ballard. – same.*
- ii. Staffing Committee. *Current Members: Cllr Nelson, Towns and Ballard. – same.*
- iii. Planning Committee. *Current Members: All members. – same.*

Resolution: No change in membership.

- 2026/1005 Review and confirm representative areas of responsibility and any changes.

- Little Hollows / Copperfield Liaison – *Current Member Cllr Elwick.*
- Playing Field – *Current Members Cllrs Elwick, Towns and Polley.*
- 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, Towns and Polley.*
- Nature Recovery - *Current Members Cllr Ballard and Lewis.*

- 2026/1006 Confirmation of arrangements for insurance cover in respect of all insurable risks.
Ansvar insurance at a cost of £ 594.65 renews on the 1st of June 2026.

Resolution: The Insurance was reviewed and approved.

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

- 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

Resolution: The subscriptions were approved for payment when they fall due.

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

There was no expenditure under S137 as the Council holds 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. (2nd Monday).

Monday 13 th July 2026	Bi-Monthly Meeting
Monday 14 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.

There are no standing orders or direct debits on the bank account.

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

Resolution: The minutes were confirmed.

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

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

[Rakes and Forks - Wild Scythe](#)

Resolution: The Purchase was approved.

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

Resolution There were no declarations.

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.

One member of the public.

- To highlight the Village Fete 6th June at the Village Hall and field.

2026/1015 County and City Councillors' Reports.

- i. Essex County Councillor Report – Cllr Mike Steel.

County Elections.

I am sure that you are aware that the election result means a different administration:

Reform	fifty-three
Conservative	thirteen
Lib-Dem	5
Other	four
Green	one
Labour	1
Vacancy	one

The vacancy is because of the death of candidate Cllr Mike Mackrory, and the Springfield election will be on Thursday 18 June 2026.

I am pleased to say that I was successful in re-election to the Broomfield and Writtle division. The boundary has changed such that it no longer includes Gt Leighs and adds Stock and Marga retting.

I will continue to work with the PC and in the interest of the residents. Most of what I do is about fixing issues, and one would hope that would stay unchanged. But I do not know yet whether the new administration will confirm the previously agreed budget and continue the various initiatives that are important to us locally– like the adoption of the new draft Speed Strategy, the Members Highways In initiative, etc.

There was also a City Council by-election in Broomfield and the Waltham's due to the resignation of the Lib-Dem CCC Cllr. Conservative won the seat, Seena Shah, meaning that all 3 Cllrs are Conservative and active.

Pylons

I note and support the work by the NW/SW parishes Group.

At the February hearings, I majored on the damaging effect of having the low height pylon immediately next to Chelmsford Road, between GW and LW. (I did also do the usual “we don’t want them at all” – but getting this one pylon moved seemed a realistic prospect)I re-submitted my question for the latest hearings – again asking if they would consider moving back to standard height which removes the extra pylon and moves the one near the road further away. NG have just issued “*AENC-NG-CNS-REP-0292 Norwich to Tilbury Volume 8: Examination Documents Document: 8.9.1 Applicant’s Responses to First Written Questions Final Issue an April 2026 Planning Inspectorate Reference: EN020027EN020027-002426-8.9.1 Applicant’s Responses to First Written Questions (Revision A).pdf*”

As per the Design Scenarios Table in 8.6.1 Deadline 1 Cover Letter [REP1-141], the Applicant has confirmed a decision to progress with Scenario B only in this location (TB141), with standard height pylons (not low height pylons) proposed to the south of the River Chelmer. In making this change, one of the low height pylons can be removed and the pylon (TB141) proposed closest to Chelmsford Road 385 National Grid | April 2026 | Norwich to Tilbury Reference Question Applicant’s Response can be moved approximately 70 m further west away from the road (subject to detailed design and Limits of Deviation). This does require a slight movement of the pylon closest to the river (within Limits of Deviation) to the south and west.”

That seems like a win, if only a minor one in the scheme of things, but does show that we can have an impact!

Speed Surveys

I note the two speed surveys in the 40mph zones.

COMBINED NORTH- & SOUTHBOUND

Total recorded volume	17,163
Av daily volume (based on 7 days)	2,451.9
Average daily speed (7 days)	33.2mph
Average daily eighty-five% Ile (7 days)	37.9mph
AADT (annual average daily traffic)	2,886.5
AAWT (annual average weekday traffic)	3,296.8
Av weekday volume (Mon-Fri, 24hrs)	2,794.6
Av weekday speed (Mon-Fri, 24hrs)	33.3mph
Av 12hr weekday volume (Mon-Fri, 0700-1900)	2,507.0
Av 12hr weekday speed (Mon-Fri, 0700-1900)	33.2mph

COMBINED NORTHEAST- & SOUTHWESTBOUND

Total recorded volume	25,736
Av daily volume (based on 7 days)	3,676.6
Average daily speed (7 days)	33.7mph
Average daily eighty-five% ile (7 days)	38.5mph
AADT (annual average daily traffic)	4,287.5
AAWT (annual average weekday traffic)	4,735.0
Av weekday volume (Mon-Fri, 24hrs)	4,048.0
Av weekday speed (Mon-Fri, 24hrs)	33.7mph
Av 12hr weekday volume (Mon-Fri, 0700-1900)	3,483.2
Av 12hr weekday speed (Mon-Fri, 0700-1900)	33.7mph

These show good compliance with the speed limits.

Some Chelmsford City Council Issues

Community Governance Review:

This review primarily seeks to consider whether the currently Chelmsford 'unparished' area would benefit from the introduction of a form of recognised community governance in light of Local Government Reorganisation (LGR) in Essex. However, other matters, such as electoral arrangements, and the boundaries between the unparished area and adjacent civil parishes will also be included in the review.

This has gone through the first public consultation but is now on hold before the second public consultation because the holding of City status, which was invested in CCC, cannot be held by a parish centre. The logic of this situation is not clear to me, and I have discussed with the CCC CEO, who cannot explain the logic and only quote the law.

It appears that until CCC can understand how City status can be retained, the progress on CGR is paused.

My own perspective is that we should wait until LGR is completed before looking at this – and it looks like that may be the outcome!

Enforcement Notice Chignal 26/00078/ENFB 30/03/2026 Barn South Hillcroft Chignal

This concerns breach of conditions 3, 4, 5, 6 and 11 of 25/01124/FUL – conditions listed below.

I have spoken to the City Council Enforcement manager, and she tells me that contact has been made with the owner of the site via their new planning agent. They have stopped work on site now, as they were securing the land with fencing. They have also now submitted a pre-application enquiry for a revised development which a Planning Officer will respond to at the proper time. As part of any subsequent applications City Council will do all we can to secure sufficient planting and biodiversity enhancements to account for the losses.

The Planning Agent is one that we deal with quite frequently, so there is no reason to believe that further work will start on site in the absence of the correct permissions, but they will continue to monitor it and follow up on any complaints.

Condition 3 a) No development shall take place until a scheme to assess and deal with any contamination of the site has been submitted to and approved in writing by the local planning authority. WEB PBCS090 25/01124/FUL PEFULZ

b) Prior to the occupation or first use of the development, any remediation of the site found necessary shall be carried out, and a validation report to that effect submitted to the local planning authority for written approval and the development shall be carried out in accordance with that scheme. Reason: This information is required prior to the commencement of the development because this is the only opportunity for contamination to be accurately assessed. This is to ensure the development does not give rise to problems of pollution or contamination in accordance with Policy DM30 of the Chelmsford Local Plan.

Condition 4 No development shall take place until a final written Biodiversity Net Gain Plan (The BNG Plan) in the form of the national BNG Plan template, for the provision of a minimum 10% biodiversity net gain, has been submitted to and approved in writing by the local planning authority. The BNG Plan shall relate to the development for which planning permission is granted, and include: (i) (ii) (iii) (iv) completed metric calculation tool; pre-development and post-development plans (showing the location of on-site habitat, the direction of north and drawn to an identified scale); biodiversity net gain register reference numbers (if purchasing off-site units); and proof of purchase if purchasing statutory biodiversity credits. The development shall not be begun until such time that The Biodiversity Net Gain Plan (BNG Plan) has been approved in writing by the local planning authority. The development shall subsequently be conducted in accordance with The BNG Plan. Reason: To ensure the statutory biodiversity gain condition of the Environment Act 2021 is met and to ensure the development accords with Policy DM16 of the Chelmsford Local Plan.

Condition 5 No development shall take place on any part of the site until a written Habitat Management and Monitoring Plan (HMMP), in the form of the national Natural England and DEFRA template, for a minimum period of 30 years for the site has been submitted to and approved in writing by the Local Planning Authority. The approved HMMP shall be strictly adhered to and implemented in full for its duration and shall contain the following: o Reason: details setting out

how the onsite or off-site gains will be managed; Details of the persons responsible for the implementation, management and monitoring; details of how habitats will be monitored (including specific details for each type of habitat); details, including a schedule, of monitoring reports to be submitted to the local planning authority over at least a 30 year period; details of how management will be reviewed; details of adaptive management to account for habitat restoration if the management plan is not working. To ensure the statutory biodiversity gain condition of the Environment Act 2021 is met and to ensure the development accords with Policy DM16 of the Chelmsford Local Plan. Condition 6 Prior to commencement of the development hereby permitted a Precautionary Method Statement for Great Crested Newts shall be submitted to and approved in writing by the local planning authority. The development shall then be conducted in accordance with the approved Precautionary Method Statement. Reason: This information is needed prior to commencement of the development to ensure there is no harm caused to Great Crested Newts in accordance with Policy DM16 of the Chelmsford Local Plan. WEB PBCS090 25/01124/FUL PEFULZ

Condition 11 The development hereby permitted shall only be conducted in accordance with the details contained in the approved Preliminary Ecological Appraisal & Preliminary Roost Assessment. Reason: To ensure that no harm is caused to protected species in accordance with Policy DM16 of the Chelmsford Local Plan. WEB PBCS090 25/01124/FUL PEFULZ

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.

Government Inspectors are raising various issues with National Grid to prove various statements and claims.

The last hearing is expected in June.

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

Enforcement Cases Open

Parish	Case Number	Received	Address	Nature	Status
Chignal	25/00230/ENFB	03/10/2025	Kilfield Barns Chignal Road Chignal Smealy Chelmsford Essex	Breach of several Conditions attached to 20/00121/FUL	Pending Consideration
Chignal	26/00055/ENFB	09/03/2026	New House The Green Chignal St James Chelmsford Essex CM1 4TY	Formation of a parking bay	Pending Consideration
Chignal	26/00067/ENFB	17/03/2026	New House The Green Chignal St James Chelmsford Essex CM1 4TY	Construction of raised platforms; land level alterations	Pending Consideration
Chignal	26/00078/ENFB	30/03/2026	Barn South Hillcroft Chignal Road Chignal Smealy Chelmsford Essex	Breach of conditions 3, 4, 5, 6 and 11 of 25/01124/FUL	Pending Consideration

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. Discussion of community involvement in your parish. Discover, Dream, Do. Next meeting 1st July 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:

Payment to	Description	Budget Column	Cost
Parts in Motion	Battery for mower.Charger for shed	Reserves	£90.76
SLCC	Annual subscription	Subscriptions	£36.69
RCCE	Annual subscription	Subscriptions	£63.60
HMRC	PAYE / NIC - April	Paye	£51.00
Clerk	Salary - April	Salary	£212.90
EALC / NALC	Annual subscription	Subscriptions	£236.97
Essex Pension Fund	Clerks Pension- April	Pension	£177.27
CAS (James Hallam)	Annual Insurance	Insurance	£594.65
JCM	Install Parish Sign	CIL	£1,044.20
Chelmsford City Council	Rent for the Orchard	Orchard	£200.00
Essex Pension Fund	Clerks Pension- May	Pension	£177.27
Clerk	Salary - May	Salary	£219.20
HMRC	PAYE / NIC - May	Paye	£51.00
WildScythe Invoice	Hay Rakes	Orchard	£72.00
Chignal & Mashbury Villag	Use of the Village Hall	Hall Hire	£87.50
Recorded Solutions	Website domain name	IT & Web	£17.00

Total for approval

£3,332.01

2026/1027 Review of the Bi-monthly bank reconciliation.

Resolution: The Bank reconciliation was approved.

2026/1028 Review of Internal Controls.

The Bank reconciliation and payments was reviewed and approved.

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.

The Council considered the response. It was noted that the AGAR and Electors rights was on the E-voice website which was switched off as part of the update to the new website. The new website in compliance with Assertion 10 BUT failed to transfer all the documents across. This was noted during the audit, and the webmaster has subsequently fixed the technical fault on the website for the AGAR.

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.

The Council considered the response. It was noted that the AGAR and Electors rights was on the E-voice website which was switched off as part of the update to the new website. The new website in compliance with Assertion 10 BUT failed to transfer the electors rights across to the new website.

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.

Resolution: The statement was reviewed and confirmed.

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.

Resolution: The annual accounts were adopted.

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.
 - Persimmon update that the Land management company have undertaken an audit and will replant in October 2026. A plan has been requested.
- B) Playing Field - Cllr Elwick, Cllr Towns and Cllr. Polley
 - Pétanque – progress report by the working group on siting and construction costs.
 - Location of the court has been agreed.
 - Costs associated with the materials has not been supplied. In March cost has increased to over £3,000. No progress – waiting on quotes.
- C) Village Hall Liaison - Cllr Towns.
 - Fete on the 6th of June 2026.
 - Solar Panels being reviewed.
- D) Community Engagement - Cllr Nelson and Cllr Stainton
 - Parish Website – Progress on updating content and creating e-mail addresses for clubs and groups.
 - E-mails are in use.
 - Website working well with the new groups.
 - New Parish Noticeboard – update on installation.
 - Installed in April 2026. In use for agendas.
 - Telephone box, Chignal Smealey 01245440375
 - Reported to BT - 08/March - Response 30/March.
 - Reported to BT - 05/May – awaiting response.
- E) Community Safety – Cllr Lewis
 - Defibrillators – update on training. Approval for the installation of a defib on the new noticeboard near Hollow Lane.
 - Defibrillator board location license to be requested.
- 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.
 - Audit to start as the weather has improved.

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.
 - Potential for Parish Councils to create a plan for themselves.
 - Not mowing or trimming grass in public areas.
 - Bulbs and wildflowers could be planted to improve the biodiversity.
 - A community Nature recovery group could be established.
 - Seven hundred bulbs will be planted in the Orchard in the Autumn.

2026/1035 Items for the next Agenda:

Next meetings:

Monday 13 th July 2026	Bi-Monthly Meeting
Monday 14 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

Meeting closed 21:36