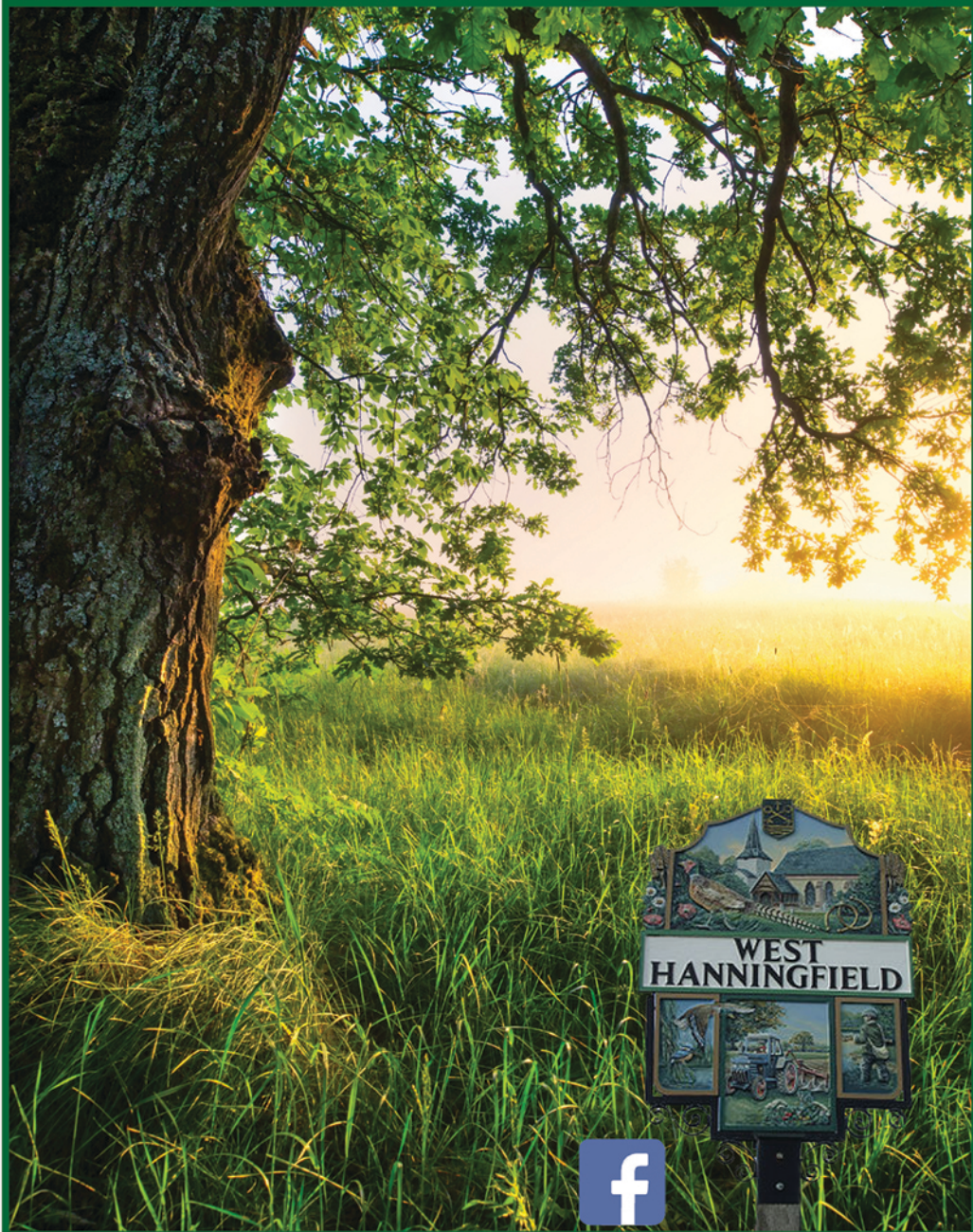


# WEST HANNINGFIELD PARISH COUNCIL ANNUAL REPORT 2024





## WEST HANNINGFIELD PARISH COUNCIL



The Parish Council meet on the second Monday of each month; agendas are available on the website or notice board or by contacting the clerk three days prior to each meeting. Members of the public are very welcome to attend meetings and may address the Council at the start of the meeting during the public session.

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Cllr Karen Jones—Chairman, Planning Officer</p> <p>Karen.jones@whpc.org.uk</p>                                                                                                                                                                                                                                                                                                                                                                             |
|    | <p>Cllr Paul Galley</p> <p>paul.galley@westhanningfield-pc.gov.uk</p>                                                                                                                                                                                                                                                                                                                                                                                         |
|    | <p>Cllr Thelma Alexander</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | <p>Cllr Paul Brand—Planning Officer</p> <p>paul.brand@whpc.org.uk</p>                                                                                                                                                                                                                                                                                                                                                                                         |
|    | <p>Cllr Peter Scanes</p> <p>peter.scanes@ersthanningfield-pc.gov.uk</p>                                                                                                                                                                                                                                                                                                                                                                                       |
|   | <p>Cllr Lynne Darg</p> <p>lynne.darg@westhanningfield-pc.gov.uk</p>                                                                                                                                                                                                                                                                                                                                                                                           |
|  | <p>VACANCY</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|  | <p>VACANCY</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|  | <p>Miss Lucy White, CiLCA, BA (Hons)</p> <p>Parish Clerk &amp; Responsible Financial Officer</p> <p>clerk@westhanningfield-pc.gov.uk</p> <p>07873 708275</p> <p>Articles not written by the Parish Council are not necessarily the opinion of the Parish Council and they accept no responsibility for their content.</p> <p>The Parish Council acknowledges the use of pictures provided by Freepik <a href="http://www.freepik.com">www.freepik.com</a></p> |



## CHAIRMAN'S ANNUAL REPORT—Cllr Karen Jones

My annual report covers the work of West Hanningfield Parish Council for the year from May 2023 to May 2024 and details the main highlights during this period.

### WORKING GROUPS

Working groups can be formed by parish councils to utilise the skills of both councillors and its residents who wish to be involved in particular projects. The aim of a working group is to meet to discuss issues, explore options and develop plans. For example, West Hanningfield Parish Council set up one such working group after it was decided to oppose the

proposal to install a 5G radio base in Church Road. This working party, formed from both councillors and residents, produced an excellent detailed document objecting to this proposal, which was eventually refused by Chelmsford City Council.

The Parish Council currently has two working groups - the Playground Development Working Group, which is focussed on renovating the play area beside the Village Hall and its aim is to secure funding to replace some of the play equipment. There is also a working group to consider the provision of CCTV and Digital Noticeboards for the Parish.



### S-TYPE SECURITY



S-Type Security continue to patrol our Parish and are engaged by the Parish Council for your safety, your peace of mind and your security. Please remember that you can call them anytime of the day or night if you see or hear anything suspicious. However, it is important to

remember that S-Type do not replace the police - so 999 (for emergencies) or 101 should always be your primary port of call - however, if the guards are in the area they will come straight away.

**Please make a note of S-Type's number, it is 01245 931598**—A handy postcard with the number is included with this newsletter

### DEFIBRILLATORS

The Parish Council installed a defibrillator at St. Peter's School several years ago now, and it was only recently that this was serviced and the battery and pads were replaced and registered on the National Defibrillator Network - known as The Circuit. Registering a defibrillator on The Circuit is crucial as this tells the emergency services where a defibrillator is located so that they are able to access it in an emergency.



The Parish Council is extremely fortunate to work in collaboration with the Community Heartbeat Trust who are able to use their technology to identify the best locations in the Parish to site defibrillators so as to ensure everyone has access to a defibrillator if the worst happens. As already stated there is a defibrillator located at St Peter's School and

at the beginning of this year, the Parish Council, with the aid of a match funding grant from the Department of Health & Social Care, was able to purchase an extra two defibrillators for the Park Home Estates in Bakers Lane. Both defibrillators have been installed and registered on The Circuit and Webnos. Monthly checks are carried out by the Parish Council's maintenance man, who has been specially trained to do this. We are currently trying to identify other suitable locations within the Parish to install more defibrillators, especially in the outlying

*(Continued on page 4)*

areas. The defibrillator at St Peter's School was subsequently deployed in April when a resident suffered a cardiac arrest while out and about in West Hanningfield - it was very pleasing to learn later that he was making good progress - and on behalf of the Parish Council, I would like to send very best wishes to him and his family.

## TREE PRESERVATION ORDERS

The trees on the land to the west of the village hall (commonly referred to in West Hanningfield as the 'overflow car park') had to be inspected last June as part of a requirement of our insurance. As a result it was recommended that Tree Preservation Orders (TPO) should be put on 17 trees in this area and these orders have since been imposed. The Parish Council was also advised that the area should no longer be used as an overflow car park as the weight of vehicles could damage the tree roots and structure of the ground supporting the trees.



## COUNCIL TAX PRECEPT INCREASE SURVEY

A proposal was put forward in April last year to conduct a Council Tax Precept increase survey to determine whether the residents of West Hanningfield were in support of an increase in their council tax for the purposes of repaying a public works loan to fund the rebuilding of our Village Hall. In order to get a public works loan approved, the Parish Council had to demonstrate strong public support and this could only be achieved by a running a council tax precept increase survey.

In carrying out this survey, the Parish Council closely followed the Department for Levelling Up, Housing & Communities official guidance.

The survey began in July 2023 and ran through until October 2023 in order to give residents enough time to respond and Councillors were kept busy during that summer to make sure as many parishioners as possible were given the opportunity to have their say in this very important decision for West Hanningfield.

The results of the Survey were as follows:

The Overall Return Rate was 54% (293 surveys returned)

Of these respondents, the results to the questions were:

### Question One

Are you in FAVOUR of the West Hanningfield Village Hall Management Committee going ahead with the project to rebuild the Village Hall?

YES – 161 (55%)

NO – 132 (45%)

### Question Two

Are you in FAVOUR of West Hanningfield Village Hall Management Committee going ahead with the project to rebuild the Village Hall if it includes a Council Tax Precept increase of 404% (equivalent to a rise of £171.79 a year for a band D property) for the purpose of loan repayments?

YES – 84 (29%)

NO – 209 (71%)

In respect of Question two, the results across the whole parish were as follows:

16% ARE in favour of a precept increase.

46% are NOT in favour of a precept increase.

39% did not respond.



After careful consideration of these results, the Parish Council resolved unanimously not to seek the approval of the Secretary of State for Levelling Up, Housing & Communities to apply to the Public Works Loan Board for a loan to rebuild the West Hanningfield Village Hall.

## OTHER INFORMATION

Over the past year we have seen a couple of changes to our team of councillors - Cllr Tina Markham sadly resigned in April and I would like to take this opportunity to place on record our thanks to her for both her work and commitment to the Parish Council. We also welcomed a new councillor in December 2023 - Cllr Lynn Darg.

The Parish Council is always open to suggestions and new ideas to make our community a safer and more pleasant place to live and so if you are passionate about where you live and want to help make long lasting changes to improve where we live or have innovative ideas then we would really love to meet you during our monthly Parish Council Meetings to hear about them. Alternatively, why not come and join us and become a parish councillor - we currently have two vacancies that we are very keen to fill. The role offers a chance for you to contribute to your local community and an opportunity to bring your own unique experiences or knowledge to our team. So if you, or anybody you know, would be interested in joining the Parish Council then please contact Lucy our clerk on 07873 708275 or email her at [clerk@westhanningfield-pc.gov.uk](mailto:clerk@westhanningfield-pc.gov.uk).



Parish Council meetings are held on the second Monday of every month (except August) at 7.30pm in South Hanningfield Village Hall.

## CONGRATULATIONS HENRIETTA

In 2014, as part of the Council for Voluntary Service (CVS) Anniversary Celebrations, the Chelmsford Awards for Voluntary Service was launched to recognise some of the many people who give their time so generously for the good of others or to enable money to be raised for charity. At that time the Mayor of Chelmsford agreed to adopt the Award for Outstanding Voluntary Service as a 'Mayors Award' to raise awareness of the thousands of local people who give their time to help others by volunteering and in particular those who have made an exceptional voluntary contribution in the City of Chelmsford and its surrounding areas.

In May of this year, the Mayor of Chelmsford Councillor Linda Mascot, presented awards and commendations to committed local volunteers for their outstanding contributions and it is extremely pleasing for me to tell you that the winner in the Young Person's category for 2024

was Henrietta Tyler, a resident here in West Hanningfield, for her work in volunteering with the City of Chelmsford Mencap Lifelong Learning Service, an independent charity providing support and lifelong learning to children and adults with a learning disability in mid Essex.



Following the awards ceremony, Henrietta and the other award recipients, along with their families, celebrated with the Mayor and the staff at Chelmsford CVS by having afternoon tea in the Mayor's Parlour.

I am sure that everyone in West Hanningfield will want to join me and my colleagues on the Parish Council in sending our very warmest congratulations to Henrietta on her well deserved award.

I conclude my report with my usual thanks and so firstly to my fellow councillors for their continued efforts and support and for all the work they carry out during the year to ensure that your council runs smoothly. Councillors don't just turn up once a month for a Parish Council meeting, they carry out a great deal of work between meetings - this includes a lot of reading, attending working group meetings, studying planning applications as well as carrying out various tasks around the Parish.

My thanks also go to both City and County Councillors for their help, support and advice throughout the year.

Particular thanks goes to our Clerk, Lucy White, for continuing to run the Parish Council's business with great professionalism, care and diligence. Her knowledge and expertise enables this Parish Council to proceed correctly and legally at all times.

And finally, my thanks to each and every resident who makes West Hanningfield such a special place to live.

With my very best wishes  
Cllr. Karen Jones  
Chairman

The Clerk writes...

On behalf of the Parish Council, Cllr Jones and I recently joined a Bethel Tour at the British Branch of Jehovah's Witnesses on Kingdom Way. We were warmly welcomed, enjoyed a delicious lunch, and the residents' friendly company. After lunch, we toured the grounds, where our guides explained the importance of engaging with nature and supporting biodiversity in modern living.



Some residents in West Hanningfield had previously expressed a wish to visit the site. If you would like to do so, please visit their website <https://www.jw.org/en/jehovahs-witnesses/bethel-tours/united-kingdom/> and note the following:



**Should you make a reservation before arriving for a tour?**

Yes. To prevent overcrowding and to ensure that all enjoy their tour, we ask that all visitors reserve a tour before their visit, regardless of the size of the group.

**If you do not have a reservation, will you still be able to take a tour?**

If you do not reserve a tour, we may not be able to accommodate you. Because of the space available, only a limited number will be able to tour each day.



**What time should you arrive for your tour?**

To prevent overcrowding, please arrive no earlier than one hour before your tour reservation.

**What if no tours are available on your preferred dates?**

Keep checking the site. Tours become available as reservations are changed or cancelled.



**Can you change or cancel a tour reservation?**

Yes. Click the button "View or Change Reservations."

# FINANCE

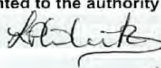
I am pleased to report the Internal Audit for 2023-2024 has now been completed and sent to the External Auditor, PKF Littlejohn. All the relevant documents have been loaded onto the Parish Council's website: <https://www.westhanningfield-pc.gov.uk/parish-council/parish-council-documents/finance/> and below is the Accounting Statements. Should you have any questions please do not hesitate to contact me: clerk@westhanningfield-pc.gov.uk or call 07873 708275. *Lucy White*—Responsible Financial Officer

|                                                             | Year ending        |                    | Notes and guidance                                                                                                                                                                                      |
|-------------------------------------------------------------|--------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                             | 31 March 2023<br>£ | 31 March 2024<br>£ |                                                                                                                                                                                                         |
| 1. Balances brought forward                                 | 32568              | 33113              | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.                                                              |
| 2. (+) Precept or Rates and Levies                          | 26406              | 30474              | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                 |
| 3. (+) Total other receipts                                 | 2013               | 315                | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                   |
| 4. (-) Staff costs                                          | 9144               | 9824               | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      |
| 6. (-) All other payments                                   | 18730              | 25039              | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                     |
| 7. (=) Balances carried forward                             | 33113              | 29039              | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).                                                                                                                       |
| 8. Total value of cash and short term investments           | 33113              | 29039              | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                              |
| 9. Total fixed assets plus long term investments and assets | 77825              | 76618              | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                                                                      |
| 10. Total borrowings                                        | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).                                                                                                        |

| For Local Councils Only                                    | Yes | No | N/A |                                                                                                               |
|------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------|
| 11a. Disclosure note re Trust funds (including charitable) |     | ✓  |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |    | ✓   | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date

10/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

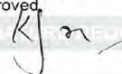
10/06/2024

as recorded in minute reference:

96/24 (e)

Signed by Chair of the meeting where the Accounting Statements were approved.

SIGNATURE REQUIRED



# ANTI-SOCIAL BEHAVIOUR! IMPORTANT—PLEASE READ!



S-Type Security and Solutions work with various Parish Councils across Essex and using their most effective service, mobile patrols, have dramatically reduced the crime rate and anti-social issues in many areas.

S-Type has been featured on the BBC for the work they have been doing with councils, so you can guarantee that they have the knowledge and experience to ensure that West Hanningfield will be a safer place to live as they can move on and report the anti-social behaviours that blight the life of many residents.

They do a number of patrols throughout the parish at random times throughout each week and at times the Parish Council specifically request. Another huge bonus of their service is that YOU can call them yourselves directly if you see any suspicious behaviour or feel at risk. If they are in or near the area, they will attend. Of course the Parish Council are not suggesting you don't call the police, but occasionally, S-Type can be on scene faster.

Of course, they don't have the powers the police do, but they file their reports with the police who of course have a duty to act. They also have the power, like us all, to perform a Citizen's Arrest.

The law surrounding a Citizen's Arrest in the UK is set out in Section 24A of the Police and Criminal Evidence Act (PACE) 1984. It states that a person can legally arrest anyone: 'Who is in the act of committing an indictable offence; or whom the person has reasonable grounds to suspect is committing an indictable offence'.

So, if you see anything suspicious, the number to call them on is:

## 01245 931598

# PLANNING

The planning applications that have dominated the Parish Council's deliberations over the last few months are:

Erect Hay Barn, Land East Of Ragged Robins Lower Stock Road West Hanningfield  
Ref. No: 23/01987/FUL | Status: Application Refused

Erect cow barn, Land East Of Ragged Robins Lower Stock Road West Hanningfield  
Ref. No: 23/01988/FUL | Status: Application Refused

Erect cow barn, Land East Of Ragged Robins Lower Stock Road West Hanningfield  
Ref. No: 23/01989/FUL | Status: Application Refused

Erect cow barn, Land East Of Ragged Robins Lower Stock Road West Hanningfield  
Ref. No: 23/01990/FUL | Status: Application Refused

All the above were refused as they were contrary to the objectives of Chapter 16 of the NPPF and the requirements of Chelmsford Local Plan Policy DM14.

Para 209 of the National Planning Policy Framework (NPPF) states "The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset."

Policy DM14 states "Proposals will be permitted where they retain the significance of a non-designated heritage asset, including its setting. Where proposals would lead to harm to the significance of a nondesignated heritage asset or its loss, proposals should demonstrate that: i. the level of harm or loss is justified following a balanced judgement of harm and the significance of the asset; and ii. harm is minimised through retention of features of significance and/or good design and/or mitigation measures."

The applicant then submitted the following applications that were determined by Chelmsford City Council Planning Committee at the request of Cllr Sue Dobson. The committee voted to refuse the applications, and the decision notice is yet to be issued by Planning Officers.

Erect Hay Barn, Land East Of Ragged Robins Lower Stock Road West Hanningfield  
Ref. No: 24/00386/FUL

Erect a cow barn, Land East Of Ragged Robins Lower Stock Road West Hanningfield  
Ref. No: 24/00387/FUL

Erect a cow barn, Land East Of Ragged Robins Lower Stock Road West Hanningfield  
Ref. No: 24/00388/FUL

Erect a cow barn, Land East Of Ragged Robins Lower Stock Road West Hanningfield  
Ref. No: 24/00389/FUL

However, the applicant has now submitted an application under Class A Permitted Development rights which allows certain agricultural development up to a maximum size of 1500 sqm without the need for a formal application. The barns can only be used for storage and not for livestock, and there is a statutory 28-day determination period which covers siting, design and external appearance of the buildings.

24/00830/AG Land East Of Ragged Robins Lower Stock Road  
Three agricultural barns



## Summer holiday clubs with Essex ActivAte

[Home](#) / [Children & Young People](#) / [Essex ActivAte](#) / [Summer holiday clubs with Essex ActivAte](#)

### What activities are on offer and can I book onto a club?

#### What do clubs offer?

All of our holiday clubs run Monday to Friday and are unique and offer different activities, but may include sports and games, outdoor adventures, inflatables, crafts, dance, baking and so much more! Clubs will also provide nutritious meals and snacks, as well as offer food education, helping to engage young people and support parents across the six weeks of summer.

#### Can I book onto a club?

Children who are eligible or receive pupil premium, benefit based free school meals or income-related benefit households can be booked for free onto our holiday clubs. Although, clubs may offer discretionary paid places and paid for places, so there is something for everyone at an Essex ActivAte club!

#### How do I book onto a club?

Children who are eligible or receive pupil premium and benefit based free school meals, will be emailed a **HolidayActivities voucher code** from [hello@holidayactivities](mailto:hello@holidayactivities), from Monday 24th June by their school, to book free spaces for your child at our holiday clubs. You will receive one code, per child, each main holiday to book.

If you are still waiting for a voucher code, please contact your school who should be able to provide this for you.

We offer limited spaces for young people who are not eligible for benefits based free school meals, but are from 'low-income' working families, may be vulnerable and/or experience inactivity and social isolation without access to this free support. To book your child/ren onto a local club, you will not receive a HolidayActivities voucher code, and you will need to submit a completed referral form from a local service that supports your family or child/ren, or in some instances, you may be able to self refer.

Please note: Clubs run Monday to Friday unless specified otherwise.

Please email [haf@activeessex.org](mailto:haf@activeessex.org) for a referral form, and all referrals will be assessed on a case by case basis.

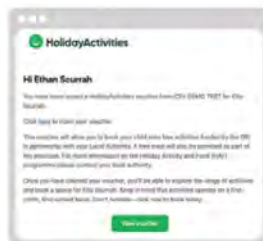


# HolidayActivities

A guide on claiming your voucher and booking activities

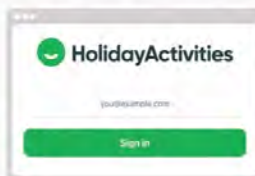
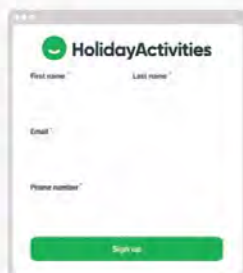
## Step 1 - Open the email and click the green button

This voucher will come from [hello@holidayactivities.com](mailto:hello@holidayactivities.com)



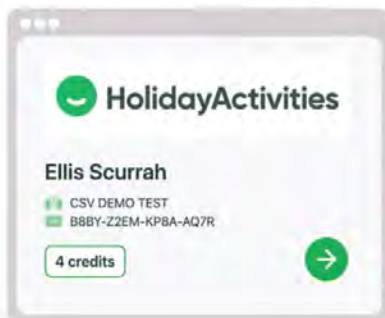
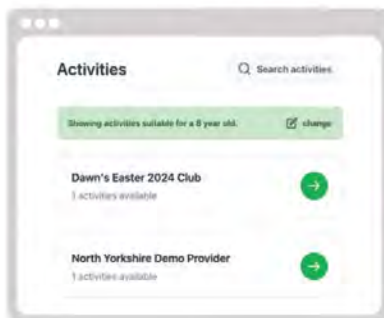
## Step 2 - Select **Continue with email** and log in/sign up

After selecting Continue with email, you will be asked to enter your email address. If you do not have an account, you will be asked to sign up



## Step 3 - Making a booking

Clicking the green arrow on the voucher of your child will take you to a list of providers. From here, you can browse available activities and, once you find one suitable, you will be asked to complete a booking form.



# CALLING COMMUNITY HEROES!

## Could you be a Councillor?

**There are currently two spaces on the Parish Council.  
Would you consider being co-opted?**



Are you interested in local affairs?

Want to know more?

Here is the small print:

As a Parish Councillor, you would become a voice for West Hanningfield. Councillors are the heroes of their community investing time in local projects and resolving issues to the benefit of residents and the environment.

### What's Involved?

Local councillors' responsibilities fall into three main categories:

- ◇ Monitoring budgets
- ◇ Taking part in decision making
- ◇ Getting involved locally

### To be a member of West Hanningfield Parish Council you need to:

- ◇ Register your interests
- ◇ Adhere to a Code of Conduct
- ◇ Undertake training
- ◇ Have time

### To be come a Member of West Hanningfield Parish Council , you must meet certain criteria:

- ◇ You must be over 18 years of age.
- ◇ You must be a British citizen, an eligible Commonwealth citizen or a citizen of any member state of the European Union.
- ◇ You must be either an elector for West Hanningfield, or have either owned property, lived or worked in the area or within 4.8kms of the boundary of West Hanningfield.
- ◇ You must not work for the Parish Council.
- ◇ You must not have been declared bankrupt within the last 5 years.
- ◇ You must have not been sentenced to a term of imprisonment of 3 months or more (including a suspended sentence) without the option of a fine, during the last 5 years.
- ◇ You must not be subject to the notification requirement of Part 2 of the Sexual Offences Act 2003.
- ◇ You must not hold a politically restricted post for another authority, and you must not have not been disqualified under any legislation relating to corrupt or illegal practices.

If interested, please call the Clerk on 07873 708275 or email [clerk@westhanningfield-pc.gov.uk](mailto:clerk@westhanningfield-pc.gov.uk) or download the co-option policy and application form: [www.westhanningfield-pc.gov.uk/wp-content/uploads/2023/10/Co-option-Policy-September-2023.pdf](http://www.westhanningfield-pc.gov.uk/wp-content/uploads/2023/10/Co-option-Policy-September-2023.pdf)