



WEST HANNINGFIELD PARISH COUNCIL



Telephone: 07873 708275
Email: clerk@westhanningfield-pc.gov.uk
Website: www.westhanningfield-pc.gov.uk

AGENDA

PARISH COUNCIL MEETING

10th November 2025

SOUTH HANNINGFIELD VILLAGE HALL SMALL HALL

7.30pm

Councillors: You are hereby summoned to attend a Meeting of the Parish Council to be held at South Hanningfield Village Hall on the 10th November 2025 at 7.30 pm to transact the business detailed below.

Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Lucy White – Clerk
5th November 2025

AGENDA

Before the start of business, the Chairman will remind attendees to turn off or silence mobile phones, and will ask that anyone intending to record or broadcast the meeting declare this at the outset. This is to ensure transparency and to allow members of the public the opportunity to avoid being filmed or recorded if they wish.

157/25 – Apologies for Absence

To receive and approve any apologies for absence.

158/25 – Declarations of Interest

At this point, all Members are to be reminded that they must disclose any interests they have in items of business on the meeting's agenda either at this point or during the agenda item. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.

159/25 – Admission of the Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from any part of the meeting.

160/25 – Public Forum

The Chairman will allow members of the public up to 15 minutes to raise matters relevant to the Parish, which may be answered immediately or referred to a future agenda. This period may be extended at the Chairman's discretion.

161/25 – Approval of Minutes

The minutes of the meetings held on the 8th September 2025 and 13th October 2025 to be approved.

162/25 – Report from Essex County Council

Cllr Dobson to report.

163/25 – Report from Chelmsford City Council

Cllr Dobson to report.

163/25 – Planning

Members to consider the following planning applications and agree any comments to be submitted.

Two storey rear extension, single storey front and side extension.

Cave Canem Helmons Lane West Hanningfield Chelmsford Essex CM2 8UW

Ref. No: 25/01435/FUL

Certificate of lawfulness to confirm the use of land shown outlined in red on plan reference RAW/01 as an extension to the garden to 1 Wantz Cottage together with garden operational development as shown on plan reference RAW/02 incidental to the enjoyment of 1 Wantz Cottage as a dwellinghouse.

1 Wantz Cottages Ship Road West Hanningfield Chelmsford Essex CM2 8UZ

Ref. No: 25/01478/CLEUD

164/25 - Chelmsford Local Plan – Emerging Focused Consultation (Regulation 19):

To consider the forthcoming consultation on the Chelmsford Local Plan Focused Consultation – Additional Sites (Regulation 19) and agree any preparatory comments or actions prior to its expected start on 20th November 2025.

164/25 – Sandon Brook Solar Farm – Community Benefit

Members to discuss.

165/25 – Finance

The following payments to be approved / noted:

04/09/2025	Mark Henderson	Groundwork	£2,952.00
05/09/2025	Top to Toe	Play Inspections	£157.50
11/09/2025	Miss L White	Repay iro Printer Ink	£130.96
17/09/2025	Nest	Clerk's Pension	Confidential
20/09/2025	Miss L White	Clerk's Salary	Confidential
23/09/2025	O2	Telephone	£15.00
30/09/2025	PKF Littlejohn	External Audit Fee	£252.00
30/09/2025	South Haningfield Village Hall	Hall Hire	£45.00
30/09/2025	Ahead4	Domain Name	£10.79
30/09/2025	Wallace Arboriculture & Groundcare	Groundwork	£265.84
30/09/2025	Sue Lees Consultancy	Accessibility Software	£390.00
30/09/2025	S-Type Security	Security	£588.00
30/09/2025	Mayor Cuttle	Payroll Fee	£102.00
30/09/2025	Unity Trust Bank	Service Charge	£6.00

16/10/2025	Nest	Clerk's Pension	Confidential
23/10/2025	O2	Telephone	£15.00
27/10/2025	Ahead4	Upgrade laptop	£54.00
27/10/2025	Ahead4	365 Licences	£30.48
27/10/2025	Mulberry & Co	Audit Fee	£234.30
27/10/2025	Top to Toe	Maintenance & Inspections	£341.25
27/10/2025	Wallace Arboriculture & Groundcare	Groundswork	£245.84
27/10/2025	Miss L White	Clerk's Salary	Confidential
27/10/2025	HMRC	PAYE	Confidential
27/10/2025	HMRC	PAYE	Confidential
27/10/2025	Wicksteed Leisure	Play Equipment	£39,397.76
VAT on above transactions totals £6,778.22			

Members to note the following income:

26/09/2025	Chelmsford City Council	50% Precept	£16,191.00
23/10/2025	Tom Amos Trust	Grant (Play Area)	£5,000.00

Members to receive and note the External Auditor's Report and Certificate for the year ending 31 March 2025 and to approve publication of the Notice of Conclusion of Audit indefinitely.

Members to receive and note the Interim Internal Audit Report.

Members to agree the bank reconciliation, which must then be signed by a Member who is neither the Chairman nor an authorised bank signatory.

166/25 – Play Area Development Working Group

Members to discuss how to report success on social media / website.

167/25 – Village Hall & Recreation Ground / Play Area Lease

Members to discuss.

168/25 – Assets of Community Value

Regarding The Three Compasses application, Cllr Brand to report.

169/25 – Hicks Lane Bonfires

Members to discuss notification from a resident.

170/25 – Members Invited to Share Any Other Business (NO RESOLUTIONS)

Confidential Item:

171/25 – Staffing Matters

Members to note correspondence.