WEST HANNINGFIELD PARISH COUNCIL

LOCAL COUNCIL AWARD SCHEME BRONZE

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AGENDA

PARISH COUNCIL MEETING
12th January 2026
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 12th January 2026 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
7th January 2026

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.

06/26 – Apologies for Absence
To receive and approve any apologies for absence.

07/26 – 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.

08/26 – 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.

09/26 – 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.

10/26 – Approval of Minutes
The minutes of the meeting held on the 8th December 2025 to be approved.

11/26 – Report from Essex County Council
Cllr Dobson to report.

12/26 – Report from Chelmsford City Council
Cllr Dobson/Cllr Taylor to report.

13/26 – Planning
Members to consider the following planning applications and agree any comments to be submitted.

All within W1: T42 Hornbeam - Crown lift to 8m over site by removal of small lateral branches; T43 Hornbeam - Remove single branch originating on main stem at 3m and ascending over site; T45 Ash - Remove cracked stem.
Gay Bowers Farm Bakers Lane West Hanningfield Chelmsford Essex CM2 8LD
Ref. No: 25/05292/TPO

Proposed demolition of existing dwelling and proposed new replacement dwelling
Tudor Farm Blind Lane West Hanningfield Chelmsford CM2 8UF
Ref. No: 25/01682/FUL

14/26 – Sandon Brook Solar Farm – Community Benefit
To receive a verbal report from the Clerk and to consider the Sandon Brook Solar Farm community benefit.

15/26 – Finance
a) To approve payments below and note VAT

26/11/2025	Miss L White	Clerk's Salary	£357.53
26/11/2025	HMRC	PAYE	£90.08
26/11/2025	South Hanningfield Village Hall	Hall Hire	£45.00
26/11/2025	S-Type Security	Security	£588.00
30/11/2025	Unity Trust Bank	Service Charge	£6.00
17/12/2025	Nest	Clerk's Pension	£39.26
23/12/2025	O2	Telephone	£15.00
31/12/2025	Unity Trust Bank	Service Charge	£6.00
05/01/2026	Wallace Arboriculture & Groundcare	Groundswork	£245.84
05/01/2026	Chelmford City Council	Empty Litter Bins	£149.80
05/01/2026	Sue Lees Consultancy	Cookie Control	£80.00
05/01/2026	S-Type Security	Security	£546.00
05/01/2026	Miss L White	Clerk's Salary	£604.29
05/01/2026	HMRC	PAYE	£203.79
05/01/2026	Wallace Arboriculture & Groundcare	Groundswork	£245.84
05/01/2026	South Hanningfield Village Hall	Hall Hire	£45.00
05/01/2026	Top to Toe	Inspections	£262.50
05/01/2026	Chelmsford Tree Services	Fell Tree - Play Area	£696.00
05/01/2026	Ahead4	365 Licences	£30.48

05/01/2026	Ahead4	365 Licences	£30.48
05/01/2026	Mayor Cuttle	Payroll Fee	£102.00
06/01/2026	Wallace Arboriculture & Groundcare	Groundswork	£245.84

VAT on above transactions totals £353.56

b) To agree bank reconciliation
c) To consider and resolve to set the Parish Council Precept for the financial year 2026/27 and to authorise the Responsible Finance Officer to submit the required documentation to the billing authority.

16/26 – Recreation Ground & Play Area
a) To consider matters relating to the lease; and
b) To consider the outcomes of the December play area inspection report.

17/26 – Assets of Community Value
To receive a verbal report from Cllr Brand and to consider any related matters.

18/26 – Members Invited to Share Any Other Business (NO RESOLUTIONS)

19/26 – Staffing Matters
To receive a verbal report from the Clerk on progress in appointing a new Clerk.
The public and press may be excluded from this item if discussion involves personal or contractual information (Local Government Act 1972, Schedule 12A).