



WEST HANNINGFIELD PARISH COUNCIL

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AGENDA

PARISH COUNCIL MEETING

13th APRIL 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 13th April 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
8th April 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.

50/26 – Apologies for Absence

To receive and approve any apologies for absence.

51/26 – 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.

52/26 – 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.

53/26 – 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.

54/26 – Approval of Minutes

The minutes of the meeting held on the 9th March 2026 to be approved.

55/26 – Report from Essex County Council

Cllr Dobson to report.

56/26 – Report from Chelmsford City Council

Cllr Dobson/Cllr Taylor to report.

57/26 – Planning

Members to consider and agree comments to be submitted to Chelmsford City Council in respect of the following planning applications:

Outline application for the construction of 1 new dwelling. Access, layout and scale being sought. All other matters reserved.

Land Adjacent Daylands Farm Stock Road West Hanningfield Chelmsford Essex

Ref. No: 26/00210/OUT

T3 - Oak - To crown reduce the tree by 4m. Reason - To be carried out as cyclical pruning management.

The Jackdaws Helmons Lane West Hanningfield Chelmsford Essex CM2 8UW

Ref. No: 26/05061/TPO

58/26 – Sandon Brook Solar Farm – Community Benefit

To receive a verbal report from the Clerk / Cllr Jones concerning the Sandon Brook Solar Farm community benefit.

59/26 – Policies, Procedures and Terms of Reference

The following to be reviewed and if acceptable re-adopted.

- a) Expenses Policy
- b) Biodiversity Policy
- c) Delegation Policy
- d) Freedom of Information Policy
- e) Safeguarding Policy
- f) Vexatious Policy
- g) Recruitment Policy

60/26 – Finance

- a) To approve payments below and note VAT

06/03/2026	Ahead4	Email Spam Protetion	£3.98
06/03/2026	Ahead4	365 Licences	£26.50
06/03/2026	Wallace Arboriculture & Groundcare	Groundswork	£295.01
06/03/2026	Northumbrian Water	Rent iro Recreation Ground	£89.00
06/03/2026	Top to Toe	Inspections	£268.50
09/03/2026	Wallace Arboriculture & Groundcare	Groundswork	£49.17
09/03/2026	Wallace Arboriculture & Groundcare	Groundswork	£245.84
09/03/2026	HMRC	PAYE	£111.68

17/03/2026	Nest	Clerk's Pension	£35.05
20/03/2026	Miss L White	Clerk's Salary	£321.89
20/03/2026	HMRC	PAYE	£77.80
23/03/2026	O2	Telephone	£15.00
23/03/2026	Information Commissioners Office	ICO Fee	£47.00
31/03/2026	Unity Trust Bank	Service Charge	£7.00
VAT on above transactions totals £103.42			

Members to note the following income:

25/03/2026	HMRC	VAT Refund	£8,325.36
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- b) To agree the bank reconciliation.
- c) To consider, and if considered appropriate, subscribe to CouncilWise Training & Support at a cost of £150.00 per annum.
- d) To receive the Internal Auditor's Report for 2025/26
- e) To consider and approve the Annual Governance Statement (Section 1)
- f) To consider and approve the Accounting Statements (Section 2)
- g) To consider and approve the Certificate of Exemption for 2025/26 (if applicable)
- h) To note the Explanation of Significant Variances
- i) To note the Bank Reconciliation as at 31 March 2026
- j) To approve the dates for the Exercise of Public Rights

61/26 – West Hanningfield Village Hall – Closure of Carpark

Members to discuss the closure of the Village Hall carpark and agree next steps.

62/26 – Recreation Ground & Play Area Lease

To consider matters relating to the lease.

63/26 – Assets of Community Value

To receive a verbal report from Cllr Brand and to consider any related matters.

64/26 – Members Invited to Share Any Other Business (NO RESOLUTIONS)

The public and press may be excluded from the following item if discussion involves personal or contractual information (Local Government Act 1972, Schedule 12A).

65/26 – Staffing Matters

To receive a verbal report from the Clerk on progress in appointing a new Clerk.