



WEST HANNINGFIELD PARISH COUNCIL



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AGENDA

PARISH COUNCIL MEETING

8th December 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 8th December 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

3rd December 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.

174/25 – Apologies for Absence

To receive and approve any apologies for absence.

175/25 – 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.

176/25 – 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.

177/25 – 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.

178/25 – Approval of Minutes

The minutes of the meeting held on the 10th November 2025 to be approved.

179/25 – Report from Essex County Council

Cllr Dobson to report.

180/25 – Report from Chelmsford City Council

Cllr Dobson to report.

181/25 – Planning

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

Two storey front and rear extensions, replacement roof and alterations to fenestration.
Longacres House Lower Stock Road West Hanningfield Chelmsford Essex CM2 8UY
Ref. No: 25/01512/FUL

182/25 – Sandon Brook Solar Farm – Community Benefit

The Clerk to report.

183/25 – Finance

The following payments to be approved / noted:

31/10/2025	Unity Trust Bank	Service Charge	£6.00
06/11/2025	Royal British Legion	Poppy Wreath	£25.00
06/11/2025	S-Type Security	Security	£504.00
06/11/2025	Wallace Arboriculture & Groundcare	Groundswork	£245.84
06/11/2025	S-Type Security	Security	£546.00
06/11/2025	HMRC	PAYE	Confidential
06/11/2025	Ahead4	365 Licences	£30.48
17/11/2025	Nest	Clerk's Pension	Confidential
24/11/2025	O2	Telephone	£15.00 VAT on above
transactions totals £180.08			

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

Members to discuss and if appropriate resolve to conduct an automated traffic count in Bakers Lane.

184/25 – Play Area Development Working Group

To note that the play area development project is now complete and, as a result, the Working Group will be disbanded.

185/25 – Village Hall & Recreation Ground / Play Area Lease

Members to discuss.

186/25 – Assets of Community Value

Regarding The Three Compasses application, Cllr Brand to report.

187/25 – Members Invited to Share Any Other Business (NO RESOLUTIONS)

This item will be discussed in closed session due to its confidential nature.

188/25 – Staffing Matters

To consider the recommendations of the Personnel Committee regarding next steps following the resignation of the Clerk and Responsible Finance Officer, and to decide how the Council wishes to proceed with interim arrangements and recruitment of a new Clerk.