WEST HANNINGFIELD PARISH COUNCIL

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AGENDA

PARISH COUNCIL MEETING
9th February 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 9th February 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
4th February 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.

20/26 – Apologies for Absence
To receive and approve any apologies for absence.

21/26 – 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.

22/26 – 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.

23/26 – 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.

24/26 – Approval of Minutes
The minutes of the meeting held on the 12th January 2026 to be approved.

25/26 – Report from Essex County Council
Cllr Dobson to report.

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

27/26 – Planning
Members to consider the following planning applications and agree any comments to be submitted.

Proposed new outbuilding, swimming pool and pond to the rear garden with associated landscaping
Applegate House Church Lane West Hanningfield Chelmsford Essex CM2 8XD
Ref. No: 25/01771/FUL

Variation of condition 2 to approved planning application 25/00850/FUL (Erection of a bungalow) Increase footprint
Land Adjacent To Bungalow At Stock Hill Farm Stock Road Stock Ingatestone Essex
Ref. No: 25/00850/S73

Two storey rear, single storey rear and front porch extension with garage attached to house. Alterations to fenestration.
Shepherds Croft Church Road West Hanningfield Chelmsford Essex CM2 8UJ
Ref. No: 26/00016/FUL

Two-storey rear extension. Front and rear dormer window extensions. Fenestration alterations.
Lenada Ship Road West Hanningfield Chelmsford Essex CM2 8UZ
Ref. No: 26/00075/FUL

Proposed single storey front and rear extensions.
Long Ley Bakers Lane West Hanningfield Chelmsford Essex CM2 8LE
Ref. No: 26/00032/FUL

28/26 – Sandon Brook Solar Farm – Community Benefit
To receive a verbal report from the Clerk and to consider the Sandon Brook Solar Farm community benefit.

29/26 – Finance
a) To approve payments below and note VAT

16/01/2026	Nest	Clerk's Pension	£68.49
23/01/2026	O2	Telephone	£15.00
29/01/2026	Sue Lees Consultancy	Maintenance Fee	£40.00

29/01/2026	Miss L White	Clerk's Salary	£678.41
29/01/2026	HMRC	PAYE	£237.80
31/01/2026	Unity Trust Bank	Service Charge	£6.00

VAT on above transactions totals £0.00

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.

d) To review and approve the Council's Reserves Policy.

e) To review and approve the Council's Grants Policy.

30/26 – Recreation Ground & Play Area
To consider matters relating to the lease and access to the play area for contractors.

31/26 – Assets of Community Value
To receive a verbal report from Cllr Brand and to consider any related matters.

32/26 – 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).

33/26 – Staffing Matters
To receive a verbal report from the Clerk on progress in appointing a new Clerk.