



WEST HANNINGFIELD PARISH COUNCIL

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MINUTES of an ordinary Parish Council Meeting 10th November 2025 at 7.30pm

Meeting held at South Hanningfield Village Hall

Present:

Cllr P Brand (In the Chair)

Cllr T Alexander

Cllr L Darg

Cllr P Galley

Cllr P Scanes

Cllr H Holman (present via telephone – not counted as present for voting or quorum purposes)

Cllr S Dobson (Chelmsford City Council)

Miss L White (Clerk)

One Member of Public

Before the start of business, the Chairman requested all mobile phones be switched to silent and asked if anyone had any intention of recording the meeting. The Clerk declared she would record the meeting.

157/25 – Apologies for Absence

It was resolved to accept apologies for absence from Cllr Jones.

158/25 – Declaration of Interests

Members were reminded of their obligations to declare interests and notify the Monitoring Officer where required. None were declared.

159/25 – Admission of the Public

It was resolved item 173/25 would be discussed in closed session.

160/25 – Public Forum

One member of the public was present to observe.

161/25 – Approval of Minutes

It was resolved to approve the minutes of the meetings held on the 8th September and 13th October 2025.

162/25 – Report from Essex County Council

Cllr Dobson provided an update on the Local Government Review. She reported that the potholes in Kents Farm Lane had been repaired, and the Clerk supplied Cllr Dobson with Track-It reference numbers to expedite pothole repairs in Bakers Lane.

163/25 – Report from Chelmsford City Council

Cllr Dobson provided an update on the Local Plan.

164/25 – Planning

The following applications were discussed and comments agreed.

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

SUPPORTED

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

SUPPORTED

165/25 – Chelmsford Local Plan – Emerging Focused Consultation (Regulation 19)

The Clerk reported that both Woodham Ferrers 7 Bicknacre Parish Council and East Hanningfield Parish Council were opposing the revisions to the local plan. Whilst the local plan did not directly affect West Hanningfield, Members **resolved** to submit comments supporting these two neighbouring parishes, noting that there would be an increase in traffic in the area as a whole.

166/25 – Sandon Brook Solar Farm – Community Benefit

Members noted that West Hanningfield Parish Council had been offered a 5% share of the community benefit from the Sandon Brook Solar Farm. It was suggested that East Hanningfield Parish Council be approached to consider increasing the share to 10%.

167/25 – Finance

It was resolved to approve the following payments:

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 Hanningfield 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	Groundwork	£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

The following income was noted:

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

Members received and noted the Notice of Conclusion of Audit for the year ended 31 March 2025. Members approved its publication on the Parish Council website indefinitely.

Members received and noted the Interim Internal Audit Report for 2024/25, as presented by the Internal Auditor. No issues requiring immediate action were raised.

Members considered and agreed the bank reconciliation which was duly signed.

168/25 – Play Area Development Working Group

It was requested that the Clerk advertise that the project to install new play equipment is now complete and to prepare an article for the next Parish Council newsletter. Cllr L Darg advised that she will also contribute an article for the next edition of *Village News*.

169/25 – Village Hall and Recreation Ground / Play Area Lease

Cllr Brand provided his comments on the draft lease supplied by Savilles. The Clerk was asked to write to Savills requesting that the proposed amendments be considered and, if appropriate, incorporated into the lease.

170/25 – Assets of Community Value

Given the Clerk's reduction in hours, Cllr Brand had kindly taken on the task of completing the application to have The Compasses registered as an Asset of Community Value. He advised that Chelmsford City Council had indicated that they would have to appeal the rejection of the previous application rather than submit a new one. The Clerk noted that this differed from the advice she had previously received and confirmed she would locate the supporting email to clarify her position.

171/25 – Hicks Lane Bonfires

Correspondence received from a resident was noted.

172/25 – Members Invited to Share Any Other Business (NO RESOLUTIONS)

None

173/25 – Staffing Matters

The Clerk's resignation was noted. The Personnel Committee will meet to discuss the next steps and report its recommendations to Full Council for agreement on the way forward.

The meeting closed at 8.50pm.