



WEST HANNINGFIELD PARISH COUNCIL

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MINUTES of an ordinary Parish Council Meeting 12th January 2026 at 7.30pm

Meeting held at South Hanningfield Village Hall

Present:

Cllr P Brand (In the Chair)
Cllr L Darg
Cllr P Galley
Cllr P Scanes
Cllr H Holman (Joined by telephone)
Cllr T Morrissey
Miss L White (Clerk)
One Member of Public

As the Chairman was absent, Members elected Cllr Brand to preside over the meeting.

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.

06/26 – Apologies for Absence

It was resolved to accept apologies for absence from Cllr Jones. It was noted that Cllr Holman had joined the meeting by telephone and would be unable to vote during the proceedings.

07/26 – Declaration of Interests

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

08/26 – Admission of the Public

It was agreed that all business be conducted in open session.

09/26 – Public Forum

No members of public were present.

10/26 – Approval of Minutes

It was resolved to approve the minutes of the meeting held on the 8th December 2025.

11/26 – Report from Essex County Council

Cllr Dobson was unable to attend the meeting.

12/26 – Report from Chelmsford City Council

Cllr Dobson and Cllr Taylor were unable to attend the meeting.

13/26 – Planning

Members considered the following applications and agreed comments to be submitted:

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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

COMMENT: No Comment.

Proposed demolition of existing dwelling and proposed new replacement dwelling.

Tudor Farm Blind Lane West Hanningfield Chelmsford CM2 8UF

Ref. No: 25/01682/FUL

COMMENT: Supported.

14/26 – Sandon Brook Solar Farm – Community Benefit

Cllr Holman presented the research she had carried out to support the view that West Hanningfield should receive a greater share of the community benefit funds. The Clerk advised that East Hanningfield Parish Council had declined to share any additional community benefit that had been offered. The Clerk confirmed that she had previously written to Low Carbon Limited regarding this matter but had not received a response to date.

15/26 – Finance

a) It was resolved to approve the following payments:

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	Groundwork	£245.84
05/01/2026	Chelmsford 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	Groundwork	£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	Groundwork	£245.84
VAT on above transactions totals £353.56			

b) The bank reconciliation was agreed.

c) This item was deferred, although the Clerk handed out hard copies of the Action Plan.

16/26 – Recreation Ground & Play Area

a) The Clerk reported that little progress had been made on the renewal of the lease, but would continue to chase for the matter to be brought to a close.

b) Members considered the most recent play area safety inspection report, in which the inspector had raised a safety concern regarding the footholes on one piece of equipment and an issue with the safety matting. The Clerk advised that she had sent the report to

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Wicksteed for their feedback. In the meantime, Members concluded that the equipment remained safe, having been independently inspected after installation, and requested that the warning tape be removed.

17/26 – Assets of Community Value

Regarding the registration of the Three Compasses, Cllr Brand reported that he had carried out a significant amount of research and anticipated submitting the application in the near future.

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

It was noted that the gates to the Village Hall carpark had been locked. Recognising that this could pose a safety issue should emergency services require access to the recreation ground or play area, the Clerk advised that she would request the gate be unlocked or the padlock changed to an FB1 padlock.

As the Parish Council has an interest in the carpark, the Clerk will also enquire of Savills whether either the Parish Council or Village Hall leases include a right of access over the carpark.

19/26

188/25 – Staffing Matters

Matters relating to the recruitment of a new Clerk were discussed, and associated actions were agreed.

The meeting was closed at 8.15pm.

KJr / 9/2/26