WEST HANNINGFIELD PARISH COUNCIL
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MINUTES of an ordinary Parish Council Meeting
13th April 2026 at 7.30pm

Meeting held at South Hanningfield Village Hall

Present:

Cllr K Jones (Chairman)	Cllr Alexander	Cllr T Morrissey
Cllr Brand	Cllr Scanes	Cllr Darg
Cllr Galley	Miss L White (Clerk)	

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. No one had the intention to record the meeting.

50/26 – Apologies for Absence
It was resolved to accept apologies for absence from Cllr Holman and Cllr Morrissey. Cllr Alexander was not present.

51/26 – Declaration of Interests
Members were reminded of their obligations to declare interests and notify the Monitoring Officer where required. No interests were declared.

52/26 – Admission of the Public
It was agreed that all business be conducted in open session.

53/26 – Public Forum
Two members of the public were present and addressed the Council regarding concerns about speeding within the parish, especially Middlemead. Members outlined the measures and initiatives that had been undertaken over the past 20 years in an effort to address and reduce speeding issues.

Concerns were also raised regarding anti-social behaviour associated with the fisherman's car park. Cllr Jones agreed to speak with a representative of Essex & Suffolk Water regarding the matter.

54/26 – Approval of Minutes
It was resolved to approve the minutes of the meeting held on the 9th March 2026.

55/26 – Report from Essex County Council
Cllr Dobson was unable to attend the meeting.

56/26 – Report from Chelmsford City Council
Cllr Dobson and Cllr Taylor were unable to attend the meeting.

57/26 – Planning
Members discussed and agreed comments to be submitted to Chelmsford City Council on the following 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
COMMENT: No observations.

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
COMMENT: No objections

58/26 – Sandon Brook Solar Farm – Community Benefit
The Clerk advised Members that Low Carbon had increased its offer of community benefit funding to 9%, with East Hanningfield Parish Council receiving the remaining 91%. Members confirmed that they were satisfied with the proposed arrangement.

59/26 – Policies, Procedures and Terms of Reference
The following policies were reviewed and 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) The following payments were approved / noted:

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	Confidential
20/03/2026	Miss L White	Clerk's Salary	Confidential
20/03/2026	HMRC	PAYE	Confidential
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

The following income was noted:

25/03/2026	HMRC	VAT Refund	£8,325.36

b) The current bank reconciliation was not presented as the Clerk advised there had been no movement since the 31st March 2026. The year end bank was presented and signed under agenda item 60/26 (i),

c) The Council considered a proposal to subscribe to CouncilWise Training & Support at a cost of £150.00 per annum. Following discussion, Members concluded that the subscription did not represent value for money and agreed not to proceed.

d) The Internal Auditor's Report for the financial year 2025/26 was received and noted.

e) **It was resolved** the Annual Governance Statement be approved.

f) **It was resolved** that the Accounting Statements be approved.

g) The Council noted that it was not exempt from limited assurance review; therefore, a Certificate of Exemption was not applicable and was not presented for signature.

h) The Explanation of Significant Variances was noted.

i) It was resolved the bank reconciliation as at 31 March 2026 be approved.

j) The Council considered the dates for the Exercise of Public Rights.

k) **It was resolved** that the proposed dates for the Exercise of Public Rights be approved.

61/26 – West Hanningfield Village Hall – Closure of Carpark
It was noted that a meeting with Savills and the Village Hall Trustees had been arranged provisionally for 27 April at 3.00pm to discuss access for the public to the carpark.

62/26 – Recreation Ground & Play Area Lease
It was noted that matters relating to proposed revisions to the lease were not discussed at the meeting.

63/26 – Assets of Community Value
Cllr Brand advised that the application to register The Three Compasses as an Asset of Community Value was almost ready for submission. Once submitted, the Clerk will arrange for the relevant resolution to be included on a future Council agenda for consideration.

64/26 – Members Invited to Share Any Other Business (No Resolutions)
It was requested that the Clerk request play area inspection reports from the handyman.

65/26 – Staffing Matters
The Clerk reported that several applications had been received in relation to the vacancy. An initial sift of applications will be undertaken, following which interviews will be arranged if required.

There being no further business, the meeting closed at 8.50pm.