



WEST HANNINGFIELD PARISH COUNCIL

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MINUTES of an ordinary Parish Council Meeting 9th March 2026 at 7.30pm

Meeting held at South Hanningfield Village Hall

Present:

Cllr K Jones (Chairman)
Cllr T Morrissey

Cllr Alexander
Miss L White (Clerk)

Cllr H Holman

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.

34/26 – Apologies for Absence

It was resolved to accept apologies for absence from Cllr Scanes, Cllr Darg, Cllr Galley, Cllr Brand.

35/26 – Declaration of Interests

Members were reminded of their obligations to declare interests and notify the Monitoring Officer where required. No interests were declared.

36/26 – Admission of the Public

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

37/26 – Public Forum

No members of public were present.

38/26 – Approval of Minutes

With one amendment of a typographical nature, **it was resolved** to approve the minutes of the meeting held on the 9th February 2026.

39/26 – Report from Essex County Council

Cllr Dobson was unable to attend the meeting.

40/26 – Report from Chelmsford City Council

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

41/26 – Planning

Members noted there were no planning applications to consider.

Members discussed Essex County Council's corporate response to the draft National Planning Policy Framework and agreed to submit comments as recommended by Essex County Council.

42/26 – Sandon Brook Solar Farm – Community Benefit

Cllr Jones and Cllr Holman will liaise further to determine the fairness (or otherwise) of Low Carbon's offer of Community Benefit.

43/26 – Policies, Procedures and Terms of Reference

The following policies were reviewed and re-adopted.

- a) Personnel Committee Terms of Reference
- b) Public Participation Policy

The Clerk advised that the Council's personnel policies would not be reviewed until after the appointment of a new Clerk, to ensure they align with the terms of the new Clerk's contract.

44/26 – Finance

- a) The following payments were approved / noted:

17/02/2026	Chelmsford Tree Services	Grind Stump - Play Area	£265.00
17/02/2026	S-Type Security	Security	£455.00
17/02/2026	South Hanningfield Village Hall	Hall Hire	£90.00
17/02/2026	Ahead4	365 Licences	£25.40
17/02/2026	Nest	Clerk's Pension	£77.26
17/02/2026	S-Type Security	Security	£455.00
19/02/2026	Mulberry & Co	Training - Cllr Holman	£45.00
19/02/2026	HMRC	PAYE	confidential
20/02/2026	Miss L White	Clerk's Salary	confidential
23/02/2026	O2	Telephone	£15.00
28/02/2026	Unity Trust Bank	Service Charge	£6.00
VAT on above transactions totals £249.08			

- b) The Bank Reconciliation was agreed and signed by Cllr Alexander.

45/26 – West Hanningfield Village Hall – Closure of Carpark

Cllr Holman reported that she had conducted an unofficial poll via social media for information only, and that those who responded indicated they felt the car park should remain open.

The Clerk advised that the Parish Council does not have jurisdiction over decisions made by the Village Hall Trustees regarding the car park. However, it is hoped that a three-way meeting between Savills, the Trustees and the Parish Council may assist further discussions concerning the leases and matters relating to the closure of the car park.

46/26 – Recreation Ground & Play Area Lease

As noted in 45/26, a three-way meeting between Savills, the Trustees, and the Parish Council is hoped to assist further discussions concerning the leases relating to the Recreation Ground and Play Area.

47/26 – Assets of Community Value

Cllr Brand was unable to be present. However, Cllr Jones gave a verbal report advising that Cllr Brand is nearing completion of the paperwork prior to submission of the application to register The Three Compasses with Chelmsford City Council as an Asset of Community Value.

48/26 – Members Invited to Share Any Other Business (No Resolutions)

Cllr Holman reported that she had recently attended New Councillor training and advised that the session had been worthwhile.

Cllr Alexander reported that she had heard that a graveyard may be proposed in Bakers Lane. The Clerk advised that she had received no official communication regarding this matter.

Cllr Morrissey offered to assist with updating the Bakers Lane noticeboard; the Clerk noted this support.

Cllr Jones reported that fly-tipping had occurred near the Jubilee tree in the Recreation Ground. The Clerk will ask the handyman to remove the waste and the situation will be monitored.

49/26 – Staffing Matters

The Clerk advised that three enquiries had been received from potential candidates regarding the role of Parish Clerk and Responsible Finance Officer. However, no formal applications had been received to date. The Clerk will continue to advertise the role.

There being no further business, the meeting closed at 8.22pm.