



WEST HANNINGFIELD PARISH COUNCIL

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AGENDA

ORDINARY PARISH COUNCIL MEETING

12th October 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 12th October 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
7th October 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.

141/26 – Apologies for Absence

To receive and approve apologies for absence.

142/26 – Declarations of Interest

To receive any Disclosable Pecuniary Interests or other interests.

143/26 – Exclusion of the Press & Public

To consider, and if appropriate resolve, in accordance with the Public Bodies (Admission to Meetings) Act 1960, whether the public and press should be excluded from any part of the meeting due to the confidential nature of the business to be transacted. Clerk's recommendation: 152/26 & 153/26.

144/26 – Public Forum

The Chairman to allow a maximum of 15 minutes for members of the public to address the Council (this may be extended at the discretion of the Chairman).

145/26 – Approval of Minutes

To approve the minutes of the meetings held on 14th September 2026.

146/26 – Report from Essex County Council

Cllr Clark to report.

147/26 – Report from Chelmsford City Council

Cllr Dobson/Cllr Taylor to report.

148/26 – Planning

Members to consider and agree comments to be submitted to Chelmsford City Council in respect of the following planning applications:

The erection of 8 alms-style houses with associated landscaping and access.

Planning Application

Land West Of Stonecroft Helmons Lane West Hanningfield Chelmsford Essex

Ref. No: 26/01047/FUL

T1- Turkey Oak - Pollard to previous points by removing up to 5.5m - Reason: To maintain a pollarding routine and maintain size in close proximity of a dwelling

1 Pandan Close West Hanningfield Chelmsford CM2 8FP

Ref. No: 26/05198/TPO

Construction of a new dwelling

Land North West Of Doylands Farm Helmons Lane West Hanningfield Chelmsford Essex

Ref. No: 26/01173/FUL

Installation of air source heat pump to rear of property

17 Middlemead West Hanningfield Chelmsford Essex CM2 8UT

Ref. No: 26/01318/FUL

Sub-divide plot and create single storey dwelling with improved access and associated works.

Land Rear Of Foxborough Cottages Stock Road West Hanningfield Chelmsford Essex

Ref. No: 26/01292/FUL

149/26 – Finance

Members to agree / note the following payments:

04/06/2026	Came & Co	Insurance	£1,420.29
05/06/2026	HMRC	PAYE	Confidential
15/06/2026	Sue Lees Consultancy	Domain Renewal	£150.00
15/06/2026	Sue Lees Consultancy	Website Amendments	£20.00
15/06/2026	Sue Lees Consultancy	Hosting Space	£160.00
15/06/2026	Sue Lees Consultancy	Maintenance	£50.00
15/06/2026	Top to Toe	Inspections (Play & Defib)	£70.00
15/06/2026	RCCE	Membership Fee	£85.80
15/06/2026	Play Safety Ltd	Annual Inspection - Play	£252.00
15/06/2026	S-Type Security	Security 01/03 - 31/03/26	£546.00
15/06/2026	S-Type Security	Security 01/04 - 30/04/26	£588.00
15/06/2026	S-Type Security	Security 01/05 - 31/05/26	£546.00
17/06/2026	Nest	Clerk's Pension	Confidential

23/06/2026	O2	Telephone	£17.50
30/06/2026	Unity Trust Bank	Service Charge	£7.00
07/07/2026	Miss L White	Clerk's Salary	Confidential
07/07/2026	HMRC	PAYE	Confidential
07/07/2026	South Hanningfield Village Hall	Hall Hire	£45.00
07/07/2026	Wallace Arboriculture	3rd & 16th June Groundwork	£295.01
08/07/2026	Amazon	Repay Ink to Clerk	£46.86
14/07/2026	Wallace Arboriculture	10th & 22nd April	£295.01
14/07/2026	Wallace Arboriculture	7th & 21st May	£295.01
14/07/2026	S-Type Security	Security 01/06 - 30/06/26	£546.00
16/07/2026	Nest	Clerk's Pension	Confidential
23/07/2026	O2	Telephone	£17.50
28/07/2026	Sue Lees Consultancy	Accessibility Software	£390.00
28/07/2026	HMRC	PAYE	Confidential
28/07/2026	Miss L White	Clerk's Salary	Confidential
31/07/2026	Unity Trust Bank	Service Charge	£7.00
17/08/2026	Nest	Clerk's Pension	Confidential
20/08/2026	Top to Toe		£122.50
24/08/2026	O2	Telephone	£17.50
26/08/2026	HMRC	PAYE	Confidential
26/08/2026	S-Type Security	Security	£546.00
26/08/2026	South Hanningfield Village Hall	Hall Hire	£45.00
26/08/2026	Essex & Suffolk Water		£89.00
26/08/2026	Owen Hawkes	Clerk's Salary	Confidential
26/08/2026	Miss L White	Clerk's Salary	Confidential
26/08/2026	Owen Hawkes	Clerk's Expenses	£38.50
31/08/2026	Unity Trust Bank	Service Charge	£7.00
17/09/2026	Nest	Clerk's Pension	Confidential
23/09/2026	O2	Telephone	£17.50
30/09/2026	Mayor Cuttle	Payroll Fee January - March	£102.00
30/09/2026	HMRC	PAYE	Confidential
30/09/2026	Miss L White	Clerk's Salary	Confidential
30/09/2026	Wallace Arboriculture	Groundwork	£295.01
30/09/2026	Top to Toe	Inspections (Play & Defib)	£140.00
30/09/2026	Wallace Arboriculture	Groundwork	£295.01
30/09/2026	South Hanningfield Village Hall	Hall Hire	£45.00
30/09/2026	Ahead4	365 Licence	£30.48
30/09/2026	Ahead4	365 Licence	£30.48
30/09/2026	Ahead4	365 Licence	-£19.87
30/09/2026	Ahead4	365 Licence	£35.09
30/09/2026	Ahead4	365 Licence	£10.79
VAT totals £713.21			

To note the following income:

19/06/2026	Chelmsford City Council	CIL	£2,526.69
25/09/2026	Chelmsford City Council	Precept 2nd Instalment	£17,001.00

To approve the bank reconciliation, to be signed by a Member who is neither a bank signatory nor the Chairman.

To receive and note the External Auditor's Report and Certificate for the year ended 31 March 2026 and to note the publication of the Notice of Conclusion of Audit.

150/26 – Environmental Concerns

Members to consider commissioning a tree survey.

151/26 – Members Invited to Share Any Other Business (NO RESOLUTIONS)

152/26 – Recreation Ground & Play Area Lease

To consider matters relating to the lease.