



WEST HANNINGFIELD PARISH COUNCIL

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AGENDA

ANNUAL PARISH COUNCIL MEETING

11TH MAY 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 11th May 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
6th May 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.

66/26 – Election of a Chairman

To receive nominations and elect the Chairman for the forthcoming Municipal year. The new Chairman to sign the Declaration of Acceptance of Office.

67/26 – Election of a Vice-Chairman

To receive nominations and elect the Vice Chairman for the forthcoming Municipal year.

68/26 – Apologies for Absence

To receive and approve apologies for absence.

69/26 – Declarations of Interest

To receive any Disclosable Pecuniary Interests or other interests..

70/26 – Admission of the Public

To resolve, in accordance with the Public Bodies (Admission to Meetings) Act 1960, whether to exclude members of the public from any part of the meeting.

71/26 – 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)..

72/26 – Approval of Minutes

To approve the minutes of the meeting held on 13th April 2026.

73/26 – Report from Essex County Council

Cllr Dobson to report.

74/26 – Report from Chelmsford City Council

Cllr Dobson/Cllr Taylor to report.

75/26 – Review of Delegation Arrangements

To review and confirm the Council's delegation arrangements to the Clerk/RFO as set out in the Financial Regulations and Standing Orders, including financial limits and urgent expenditure powers.

76/26 - Appointment of Committees, Working Groups and Leads Members

To review and agree membership of Committees, Working Groups and Councillor Lead roles

- Personnel Committee
- Planning Lead(s)

77/26 - Appointment of Representatives to Outside Bodies Members

To appoint Council representatives to outside bodies:

- 20's Plenty

78/26 - Policies and Procedures

The following to be reviewed and adopted:

- Standing Orders
- Financial Regulations
- Internal Controls Policy
- Risk Register
- Risk Assessment Policy

79/26 - Review of the Asset Register

To review and approve the Asset Register.

80/26 – Insurance

To confirmation of arrangements for insurance cover in respect of all insurable risks.

81/26 - Date, Time & Place of Meetings – 2026-2027

Members to agree the dates, times and venues of meetings up to and including the next Annual Council Meeting and the Annual Parish Meeting 2027.

82/26 - IT Security and Communications

Members are requested to consider the Council's IT and Electronic Communication Policy and confirm their commitment to comply with its requirements, including:

- use of assigned .gov.uk email addresses for all Council business;
- ensuring devices used for Council business are running supported operating systems (in accordance with the Council's policy and NCSC guidance);
- receiving official communications electronically, including email and where appropriate WhatsApp;
- compliance with the Council's IT and Electronic Communication Policy;
- secure handling and deletion of Council data in accordance with the Council's Data Protection and Retention requirements.

83/26 – Planning

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

W1 - 1x Sweet Chestnut (labelled 1 on location plan) - Fell. Reason - Clear obstructions to footpath. 1x Sweet Chestnut (labelled 3 on location plan) - Fell. Reason - For safety of woodland users. Up to 20x Holly (labelled 4 on location plan) - Fell. Reason - to clear obstruction to an established footpath within the woodland and to create a small gap and increase structural diversity of the woodland. 1x Hornbeam (labelled 14 on location plan) - Fell. Reason - For safety of woodland users. 1x Sweet Chestnut (labelled 15 on location plan) - Remove collapsed pole. Reason - General husbandry. 1x Sweet Chestnut (labelled 16 on location plan) - Fell. Reason - For safety of woodland users. 1x Sweet Chestnut (labelled 17 on location plan) - Fell. Reason - For safety of woodland users.

Gay Bowers Farm Bakers Lane West Hanningfield Chelmsford Essex CM2 8LD

Ref. No: 26/05072/TPO

84/26 – Finance

To approve payments below and note VAT

20/04/2026	Nest	Clerk's Pension	£35.05
23/04/2026	Sue Lees Consultancy	Review Document Page	£40.00
23/04/2026	S-Type Security	Security 01/02 - 28/02/26	£504.00
23/04/2026	South Hanningfield Village Hall	9th March Hall Hire	£45.00
23/04/2026	South Hanningfield Village Hall	13th March Hall Hire	£45.00
23/04/2026	Mulberry & Co	Internal Audit	£189.00
23/04/2026	Sue Lees Consultancy	Website Changes	£40.00
23/04/2026	EALC	Subscription	£462.77
23/04/2026	Ahead4	365 Licence	£50.35
23/04/2026	Wallace Arboriculture	Grounds Maintenance	£295.01
23/04/2026	O2	Telephone	£17.50
24/04/2026	Miss L White	Clerk's Salary	Confidential
30/04/2026	Unity Trust Bank	Service Charge	£7.00
VAT on above transactions totals £173.06			

Members to note the following income:

24/04/2026	Chelmsford City Council	Precept – 1 st Instalment	£17,001.00
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- Members to approve the Clerk as Responsible Financial Officer for 2026-2027.
- Members to approve annual subscriptions to EALC and NALC
- Members to review expenditure incurred under Section 137 of the Local Government Act 1972.
- To confirm eligibility for and re-adopt the General Power of Competence, having met the conditions prescribed under the Localism Act 2011.
- Members to review and agree the bank mandates.
- To confirm the appointment of Mulberry & Co as Internal Auditor for the financial year 2026/27.
- Members to review and approve the use of the following payment methods:
 - Variable direct debit.
 - BACS / CHAPS Payments
 - Standing Orders

85/26 – West Hanningfield Village Hall – Closure of Carpark

Members to discuss the closure of the Village Hall carpark and agree next steps.

86/26 – Recreation Ground & Play Area Lease

To consider matters relating to the lease.

87/26 – Assets of Community Value

To receive a verbal report from Cllr Brand and to consider any related matters.

88/26 – Chelmsford Association of Local Councils

To receive a report from Cllr Jones

89/26 – Members Invited to Share Any Other Business (NO RESOLUTIONS)

The public and press may be excluded from the following item if discussion involves personal or contractual information (Local Government Act 1972, Schedule 12A).

90/26 – Staffing Matters

To receive and consider a recommendation from the Personnel Committee and to resolve to appoint a new Clerk, who will also act as Proper Officer and Responsible Financial Officer (RFO).