WEST HANNINGFIELD PARISH COUNCIL
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MINUTES of an Ordinary Parish Council Meeting
12th October 2026 at 7.30pm

Meeting held at South Hanningfield Village Hall

Present:

| | | |
|---|---|---|
| Cllr Jones (Chairman) | Cllr Alexander | Cllr Morrissey |
| Cllr Holman (left at 8.40pm) | Cllr Scanes | Cllr Brand |
| Cllr Dobson (Chelmsford City Council) | 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 person present indicated an intention to record the meeting.

**141/26 – Apologies for Absence**
**It was resolved** to accept apologies for absence from Cllr Galley and Cllr Darg.

**142/26 – Declaration of Interests**
Members were reminded of their obligations to declare interests and notify the Monitoring Officer where required. No interests were declared.

**143/26 – Exclusion of the Press & Public**
**It was resolved** that agenda item 152/26 would be conducted in closed session.

**144/26 – Public Forum**
Three members of the public were present and were permitted to speak on planning applications 26/01047/FUL and 26/01173/FUL during item 148/26, while Standing Orders were suspended.

**145/26 – Approval of Minutes**
**It was resolved** to approve the minutes of the meeting held on the 14th September 2026.

**146/26 – Report from Essex County Council**
Cllr Clark was unable to attend the meeting.

**147/26 – Report from Chelmsford City Council**
A member of the public was permitted to speak regarding the planning process and Government targets to increase housing supply. Cllr Dobson referred to the National Planning Policy Framework, the Local Plan and changes to the scheme of delegation concerning the referral of planning applications to the Planning Committee.

**148/26 – Planning**
Members discussed and agreed comments to be submitted to Chelmsford City Council for the following application:

The erection of 8 alms-style houses with associated landscaping and access.
Land West Of Stonecroft Helmons Lane West Hanningfield Chelmsford Essex
Ref. No: 26/01047/FUL
*COMMENT: The Parish Council's comments are appended to these minutes and may also be viewed in Chelmsford City Council's Planning Portal.*

Construction of a new dwelling
Land North West Of Doylands Farm Helmons Lane West Hanningfield Chelmsford Essex
Ref. No: 26/01173/FUL
*COMMENT: The Parish Council's comments are appended to these minutes and may also be viewed in Chelmsford City Council's Planning Portal.*

At this point at 8.40pm, Cllr Holman left the meeting.

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
*COMMENT: Supported.*

Installation of air source heat pump to rear of property
17 Middlemead West Hanningfield Chelmsford Essex CM2 8UT
Ref. No: 26/01318/FUL
*COMMENT: Supported.*

*COMMENT: Supported.*
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
*COMMENT: No observations.*

**149/26 – Finance**
The following payments were approved / noted:

| | | | |
|---|---|---|---|
| 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 Groundswork | £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 | Inspections | £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 | Rent | £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 | Groundswork | £295.01 |
| 30/09/2026 | Top to Toe | Inspections (Play & Defib) | £140.00 |
| 30/09/2026 | Wallace Arboriculture | Groundswork | £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

The following income was noted:

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

The bank reconciliation was approved and signed by Cllr Morrissey.

Members received and noted the External Auditor's Report and Certificate for the financial year ended 31 March 2026. The publication of the Notice of Conclusion of Audit was also noted.

**150/26 – Environmental Concerns**

As regards the possible presence of oak processionary moth in the picnic area beside the village hall site, Members agreed to pursue the Forestry Commission's free tree survey offer or, if unavailable, commission a survey through Essex County Council at an estimated cost of £650.00.

**151/26 – Members Invited to Share Any Other Business**

Members noted that overgrown bushes were reducing pavement width near Church Road/Church Lane. The Clerk would report this to Essex County Council.

Members also noted concerns previously raised by Cllr Galley regarding a recent accident in Hall Lane. Cllr Clark (Essex County Council) had been made aware and would raise the matter with Highways for a safety review.

**It was resolved** to exclude the press and public for agenda item 152/26 due to the confidential nature of the legal and lease-related business to be discussed.

**152/26 – Recreation Ground & Play Area Lease**
There was no further update from Savills. Cllr Brand agreed to obtain a quotation from his solicitor and, subject to the Council's approval of the cost, progress the matter through his solicitor.

There being no further business, the meeting closed at 9.03pm.