

EAST HANNINGFIELD PARISH COUNCIL

Clerk and Responsible Financial Officer: Mrs. K. Plumridge, BA (Hons),
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🌐 <https://e-voice.org.uk/easthanningfieldparishcouncil/>

21st. April 2023

To Members of the Parish Council

Sir/Madam,

You are hereby summoned to a MEETING OF THE PARISH COUNCIL to be held in the first-floor meeting room at the Village Hall on THURSDAY the TWENTY SEVENTH day of APRIL 2023 at 7 pm.

Signed:



K. Plumridge,
Clerk to the Council

BUSINESS TO BE DONE

1. APOLOGIES FOR ABSENCE.

2. DECLARATION OF INTEREST

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.

3. MINUTES OF THE PREVIOUS MEETING.

To be amended if inaccurate, and signed by the Chairman as a true record of the Meeting held on 30th. March, 2023.

PUBLIC QUESTION TIME

The Meeting will adjourn for questions from members of the public.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 30th. MARCH 2023

For information only. Clerk and Councillors to report. (No decisions should be made under this heading)

5. FINANCE

a) To note the quarterly balances at 31 March 2023 as follows:

National Savings	Deposit Account	Current Account
£21,026.44	£10,739.24	£28,634.73

- b) To approve the Receipts and Payments Account for the year ended 31st. March 2023. 📄
- c) To note debit card payments, authorise cheques for signing and note receipts.
- d) To confirm the £6,000 grant to HFC towards the cost of installation of solar panels on the roof of the Village Hall.
- e) To confirm that an interest free loan will be available from PC to HFC, to cover unforeseen/contingencies, during the solar panel project.
- f) To agree that the Playground inspections to be carried out by Chris Evans, and payment to be on the receipt of invoices. He is able to begin in June.
- g) To confirm matters relating to the employment of the replacement Clerk:
- i) To confirm the recruitment of Lucy White as Clerk and Responsible Financial Officer from 1st. May, 2023. She is to start at : SCP Range LC2(29) working 9 hours per week.
- ii) To agree the payroll to be run by Mayor Cuttle. There is a £50 set up charge, £80 charge for communicating with the Pension Regulator and a regular fee of £80 per quarter.
- iii) To confirm that the proposed contract of employment for Lucy White should be adopted and signed on behalf of the Council. 📄
- h) To note that the Clerk has arranged for the Independent Internal Audit will be carried out again by Heelis & Lodge.
- i) To agree arrangements for the period for the exercise of public rights
The suggested period for the exercise of public rights to view the accounts is Monday 5 June to Friday 14 July 2023, and must include Monday 3 July – Friday 14 July 2023. The period beginning 5th. June will be possible if the AGAR has been completed at the PC Meeting in May, which depends upon the internal audit having been completed. Otherwise it will have to begin on 3rd. July. The deadline by which a completed & approved

AGAR and all applicable supporting documents must be submitted to the External Auditor is **3rd. July**.

6. PLANNING.

a) To note time expired applications:

20/01137/S73 Land North West Of Hill View Farm South Hanningfield Road Rettendon [Variation of Condition 2 to approved planning application 20/01137/FUL (Proposed outdoor learning facility and hardened surface car/vehicle parking, portacabin toilet facilities and a range of play equipment) - Increased sized portable building and toilet block. Alteration to vehicle turning / parking area]. No comment

b) To agree responses to applications notified:

23/05067/TPO 15 Abbey Fields CM3 8XB Proposal T25 - copper beech - located in rear garden - 2 m crown reduction. Reason: to allow more light into property and reduce obstruction to adjacent property walls. Also, the adjacent property dwellers have raised concerns.

c) To note the following decisions by the City Council:

No: 23/00410/AG Highwater Farm The Common CM3 8AH [Hatchery and small animal building] Status: Withholding Approval

23/00411/AG Highwater Farm The Common East Hanningfield Chelmsford Essex CM3 8AH [Donkey Shelter] Status: Withholding Approval

23/00413/AG Highwater Farm The Common East Hanningfield Chelmsford Essex CM3 8AH [Geese House] Status: Withholding Approval

23/00412/AG Highwater Farm The Common East Hanningfield Chelmsford Essex CM3 8AH [Goat shelter] Status: Withholding Approval

23/00409/AG Highwater Farm The Common East Hanningfield Chelmsford Essex CM3 8AH [Barn] Status: Withholding Approval

23/05047/TPO Alauda The Tye East Hanningfield Chelmsford Essex CM3 8BU [G1 x3 Oaks- (T1 on map) - Oak adjacent to garage - Crown lift to give 2.5m clearance on roof; (T2 on map) - Oak at front of house - 3m reduction and selective crown lift of up to 8m to give at least 2m clearance of property; (T3 on map) - Oak to rear of house - Reduce 2 limbs overhanging roof of property back to gutter line approx 2m; T2 (T4 on map) - Oak overhanging rear garden - lift to 5m over garden and remove 2 dead limbs. Reason: General maintenance.] Status: Application Permitted

23/00306/FUL Hedgerows The Common East Hanningfield CM3 8AH [Removal of existing conservatory. Proposed two storey rear extension. External fenestration changes to existing materials.] Status: Application Permitted

22/01637/S73 Stables At Highwater Farm Main Road [Variation of condition 2 to approved planning permission 22/01637/CUPAQ (Determination as to whether the prior approval of the local planning authority is required for the proposed change of use from agricultural buildings to 2 dwellings (Class C3).) to change the internal layout of the dwellings and alter the location of windows and doors.] Status: Application Permitted

22/02265/REM Land Between Back Lane And Old Church Road East Hanningfield Chelmsford Essex [Reserved matters application relating to 17/01646/OUT

(Outline application for twenty-six two storey detached, semi-detached and terraced houses, flats and bungalows (including 10 affordable homes) with associated garages, layout parking, public and private open space/amenity areas, estate roads, drainage infrastructure and landscaping and formation of new access onto Old Church Road. (Appearance, landscaping and scale are reserved).) for details of Landscaping, Scale and Appearance.] Status: Application Permitted

- d) To delegate the new Clerk to respond to planning applications in consultation with councillors, should it not be possible to obtain an extension to the consultation period so that an application may be considered at a PC Meeting.

7. HIGHWAY SAFETY MATTERS

- a) To report any highway matters.

8. CATHERINE CLOSE PLAY AREA

- a) To note inspection reports.

9. TYE MATTERS

- a) To report any Tye matters.

10. NEIGHBOURHOOD WATCH & COMMUNITY SPEED WATCH

To note the report from the Co-ordinator .

- a) Neighbourhood Watch;
b) Community Speedwatch;

11. HANNA'S FIELD CHARITY/PC LIAISON

- a) To note the dates of 6-8 October have been chosen for the Art Exhibition and Sale.

12. MATTERS FOR REPORT

This is an opportunity for councillors to report matters of interest and to suggest items for future Agenda. (It is not *Any Other Business*).

AGENDA NOTES

5b RECEIPTS & PAYMENTS ACCOUNT

2021-22		2022-23
£	RECEIPTS	£
35,892.00	Precept	36,459.00
1,769.91	CIL Receipt	952.32
2.10	Interest - National Savings	19.55
1.08	Interest - Deposit Account	23.40
462.00	Newsletter Advertising	546.00
1,480.93	VAT Refund	1,033.05
1.00	Allotment Rent	1.00
161.00	Non cashed cheque	
39,770.02	Total	39,034.32
	PAYMENTS	
1,626.14	Administration *	2,626.44
13,567.58	Staff *	14,341.72
1,391.23	Newsletter	1,768.40
2,685.46	Hall Project	450.00
-	Training	180.00
1,592.88	Village Maintenance	101.80
1,686.00	Mowing	1,266.00
1,339.75	Groundswork	1,505.50
1,245.00	Church yard	1,157.50
509.84	Catherine Close Play Area	431.96
603.67	Subscriptions	608.46
4,752.88	Public Works Loans	4,752.88
499.31	Capital Expenditure	2,383.15
-	Community Led Planning (Neighbourhood Plan)	
580.99	Play/Sport/Youth	722.95
55.00	S137	60.00
1,191.80	VAT	1,108.26
-	Allotment Rent	-
33,327.53	Total	33,465.02

RECEIPTS & PAYMENTS SUMMARY FOR YEAR ENDED 31/3/23		
£		£
48,388.62	BALANCE BROUGHT FORWARD 1/4/2022	54,831.11
39,770.02	ADD TOTAL RECEIPTS	39,034.32
33,327.53	LESS TOTAL PAYMENTS	33,465.02
54,831.11	BALANCE CARRIED FORWARD 31/3/2023	60,400.41
These cumulative funds are represented by:		
21,006.89	Current Account Balance	28,634.73
10,715.84	Deposit Account Balance	10,739.24
23,108.38	National Savings Account Balance	21,026.44
54,831.11	Total Fund	60,400.41

RESERVES	
The Fund is allocated as follows:	
Earmarked Reserve: Election	2,500.00
Earmarked Reserve: Councillor's Allowances	232.00
Earmarked Reserve: Professional Fees	7,576.70
Earmarked Reserve: Gratuity	5,500.00
Earmarked Reserve: Village Maintenance	898.20
Earmarked Reserve: Tree Maintenance	1,250.00
Earmarked Reserve: Chelmsford Association LCs	34.00
Earmarked Reserve: Computer/printer/copier	612.94
Earmarked Reserve: Village Hall car park	81.25
Earmarked Reserve: Preschool/Tots	1,860.19
Earmarked Reserve: Village Hall Projects	9,104.09
Earmarked Reserve: Village Gates	2,500.00
Earmarked Reserve: Village Sign	1,300.00
Earmarked Reserve: Glazed Noticeboard-Bus Shelter	700.00
Earmarked Reserve: Tye Path	1,060.00
Earmarked Reserve: S106/CIL Monies for Open Space/Recreation	6,713.71
Earmarked Reserve: Catherine Close Play Area Fund	637.53
Earmarked Reserve: Community Led Planning	687.50
Earmarked Reserve: Dog Bin	350.00
General Reserve	16,802.30
Total Fund	60,400.41

5 d/e Finance Village Hall Solar Panel Project **Information from Cllr. Thomas:**

HFC Executive met on Thursday and decided to proceed with the project. A Hall Solar Panel Working Group will decide final specification detail, and agree a price and select one after meeting all three candidate installers.

The Jubilee Grant has approved a grant of £8,000 which is 20% of the quoted cost of £40,000 but excludes the £5,000 contingency that the HFC considers prudent. The financial analysis shows a 4-5 year payback at the presently quoted electricity prices and 10 years payback based on worst case pre Ukraine prices. This is for the full £45K.

It also assumes the savings will be fully shared with the shop.

The three quotes were all within 5%. It is intended to give the selected installer a formal letter of intent in May to secure hopefully a September build date.

I believe the above should meet the PC £6,000 grant conditions and we should confirm this at our April Meeting.

The present financials are that the hall has £20k available from existing funds, the Jubilee and PC grant add £14K which leaves the project £11K short of the £45K. The hope was to have raised this with other grants. Unfortunately the source of most grants are presently closed as the last financial year has just ended.

The committee is hopeful of being successful at obtaining grants from next year's grant funds. In addition there will be three Village fund raising events which should help the Hall.

The fall back, if additional funds are not raised, would be a further depletion of Hall reserves. This could impact other Hall projects such as car park repairs.

I have suggested that to avoid the Hall reserves being reduced to a risky level I would request the PC consider a £5,000 interest free 5 year loan.

10. NhW Report for Apr 2023 PC Agenda

1). Reported Crime Incidents:

Old Church Road – Heating Oli stolen from tank

2). NhW Meetings

TBC

3). NhW Network. No Change:

NhW team: No change (x7 members).

Email alerts: No change. 136 residents receive emailed alerts

4). Community Speed Watch:

CSW team: No change. x6 volunteers.

Speed Signs

There are “police speed check area” warning road signs at a couple of locations in village (as well as in West Hanningfield). They are plastic and not likely to last but enquiries about new/replacements signs have drawn a blank with CSW HQ and Essex police (no one seems to know who provided them).

We think if the old plastic ones can be disposed and new ones were placed at start of 30mph limit on the four main roads into village, the speed check warning would reinforce the deterrent provided by present occasional CSW radar checks.

We have asked CSW HQ and through them Essex Police for replacement signs and to fit them ourselves but no one seems to know who supplied them in first place. In fact we were advised after asking Essex police to just get some made so that's what we would like to do. The signs are approximately 20"x20" but need to be in aluminum with straps to attach to 3" pole. Signs Made Easy at Clacton have been asked for a quote (from previous signs for HFC its anticipated they will be around £150 with VAT).



Speed Monitoring:

New schedule set Sat 24 April – Two 1-hour checks completed so far:

Date	Time	Location	Logged
Fri 14 th Apr	3pm	Bicknacre Road	1 vehicle logged – 36mph
Sat 22 nd Apr	9am	The Tye (opposite Folly Bistro)	5 vehicles logged – worst case 43mph

Five more speed checks to follow this quarter.

Next CSW Team Meeting: Sat 24th June 11am (Hall Meeting Room) to set dates for Jul-Sep quarter.

Mike Plumridge

EH NhW Coordinator