

EAST HANNINGFIELD PARISH COUNCIL

Clerk and Responsible Financial Officer: Miss Lucy White, CiLCA, BA(Hons)

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AGENDA

ANNUAL MEETING OF THE PARISH COUNCIL

28th May 2025

8.00pm

Meeting to be held at:

First Floor Meeting Room, East Hanningfield Village Hall

Councillors: You are hereby summoned to attend the Meeting of the Parish Council to be held at the First Floor Meeting Room, East Hanningfield Village Hall on the 9th April 2025 at 8.00pm for the purpose of transacting the business itemised 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 by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Lucy White - Clerk

22nd May 2025

1. Election of Chairman

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

Note: If the Chairman is absent, the Declaration of Acceptance of Office may be signed at or before the next meeting.

2. Election of a Vice Chairman

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

3. Declaration of Interests

At this point, all Members are to be reminded that they must disclose any interests they have in items of business on the meeting's agenda either at this point or during the agenda item. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.

4. Recording of Meeting

Councillors and Members of the Public to be asked if they have any intention of recording the meeting. They are also reminded they must advise the Chairman if they choose to record any part of the meeting whilst the meeting is in progress.

5. Admission of the Public

In accordance with The Public Bodies (Admission to Meetings) Act 1960, Members to consider and resolve if any agenda items should be discussed in private. The Clerk will provide recommendations on any agenda items that may need to be discussed in private.

6. Apologies

Clerk to note apologies and a vote taken.

7. Minutes

The minutes of the 30th April 2025 and 15th May 2025 to be approved.

8. Public Forum

On the motion of the Chairman the meeting will be adjourned for 15 minutes for members of the public/press to address the Council.

9. Report from Essex County Council

Cllr Dobson to report.

10. Report from Chelmsford City Council

Cllr Dobson / Cllr Taylor to report.

11. Appointment of and Leads and of Representatives to Outside Bodies

The following to be agreed:

- Civil Emergency Planning
- Planning Lead
- Footpaths
- Newsletter Editor
- Chelmsford Association of Parish Councils
- Hanna's Field Charity
- Community Speed Watch
- Neighbourhood Watch Group
- Community Speed Watch

12. Policies & Procedures

The following to be adopted:

- Standing Orders
- Financial Regulations
- Risk Assessment Policy & Risk Assessments
- Internal Controls Policy
- GDPR – General Privacy Notice
- GDPR – Document Retention Policy
- GDPR – Information and Data Protection Policy
- Personnel Committee Terms of Reference
- Complaints Procedure
- Freedom of Information Policy

13. Date, Time and Place of Meetings

Members to agree that Ordinary Meetings will be held on the last Wednesday of each month, except August (Council recess), and that the December meeting will be held on Wednesday, 17th December 2025.

Members to agree a date for the 2026 Annual Parish Meeting.

14. Planning

Members to consider and agree comments for the following application:

Silver Birch- Fell and replacement tree. Reason: Tree is dead.
Police House The Tye East Hanningfield Chelmsford Essex CM3 8AD
Ref. No: 25/05643/CAT

15. Finance

The following payments to be noted/authorised:

15/04/2025	Signs of the Times	Village Sign	£10,782.00
15/04/2025	Mrs Karen Kuderovitch	Locum Services	£140.00
16/04/2025	Nest	Clerk's Pension	Not public information

29/04/2025	Miss L White	Stationary (Hobbycraft)	£16.50
29/04/2025	Miss L White	Toner (Amazon)	£117.98
29/04/2025	Chelmsford City Council	Play in The Park	£260.00
29/04/2025	Keith Heard	Mowing	£290.00
29/04/2025	Mulberry & Co	Chair Training	£46.67
29/04/2025	Hanna's Field Charity	Hall Hire	£17.00
29/04/2025	Mayor Cuttle	Payroll Fee	£102.00
30/04/2025	Unity Trust Bank	Bank Charges	£6.00
15/05/2025	Nest	Clerk's Pension	Not public information
20/05/2025	Miss L White	Clerk's Salary	Not public information
20/05/2025	HMRC	PAYE	£236.04
21/05/2025	Hanna's Field Charity	Hall Hire	£34.00
21/05/2025	Wallace Arb & G'Care	Groundswork	£751.67
21/05/2025	Cloud Next Limited	Website Hosting	£119.98
VAT Totals: £1,864.93			

The following income to be noted:

24/04/2025	EALC	Play Area Grant	£10,000.00
25/04/2025	Chelmsford City Council	50% Precept	£21,654.00
25/04/2025	Just Pampered	Newsletter advertising	£108.00
12/05/2025	A Resident	Contribution to The Tye Path	£100.00
16/05/2025	Chelmsford City Council	CIL - 01/10/24 - 31/03/25	£88,415.69

- Members to consider / resolve to open a business savings bank account with Redwood Bank.
- Members to approve the Clerk as Responsible Financial Officer for 2025-2026.
- Members to appoint and Internal Auditor.
- Members to approve subscriptions to EALC and NALC.
- Members to review of the Council's expenditure incurred under s137 of the Local Government Act 1972.
- Members to review and agree the bank mandates.
- Members to review and approve the use of variable direct debit.
- Members to review and approve the use of CHAPS and BACS to make online payments.
- Members to review and approve the use of the Standing Order facility.
- The bank reconciliations to be signed by a Member who is neither the Chairman nor a signatory.

16. Annual Parish Meeting 2025

Members to discuss outcomes.

17. Hanna's Field Charity

Cllr Thomas to report.

18. The Tye

- Members to discuss works to Tye path and agree action as required.
- Members to discuss parking on The Tye and agree further action if required.

19. Village sign

Members to discuss progress.

20. Members Invited to Share Any Other Business (No Resolutions)