



EAST HANNINGFIELD PARISH COUNCIL

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

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MINUTES of the Annual Parish Council meeting held on the 27th May 2026 8.00pm

Meeting convened in the Meeting Room at East Hanningfield Village Hall

Present:

Cllr M Thomas (until resignation and departure prior to Item 1)

Cllr J Bedding

Cllr P Garner

Cllr M Priest

Cllr L Roberts

Cllr G Darrah

Cllr C Liddiard

Cllr S Dobson (Chelmsford City Council)

Cllr P Clark (Essex County Council)

Miss L White (Clerk)

Prior to the start of the meeting, the Clerk asked whether anyone present intended to record or broadcast the proceedings, as some attendees might wish to protect their privacy.

Prior to the commencement of the meeting, Cllr Thomas tendered his resignation as a Councillor and Chairman of the Council with immediate effect and left the meeting. In accordance with the Council's Standing Orders, the Vice-Chairman, Cllr Garner presided over the election of Chairman.

1. Election of a Chairman

Cllr Garner nominated Cllr Bedding for the office of Chairman. The nomination was seconded by Cllr Priest. There being no further nominations, Cllr Bedding was elected Chairman unanimously and duly signed the Declaration of Acceptance of Office.

2. Election of a Vice Chairman

Cllr Bedding nominated Cllr Garner for the office of Vice-Chairman. The nomination was seconded by Cllr Darrah. There being no further nominations, Cllr Garner was elected Vice-Chairman unanimously and duly signed the Declaration of Acceptance of Office.

3. Apologies for Absence

All Members were present.

4. Declaration of Interests

All Members were reminded of their duty to declare any disclosable interests in items on the agenda. No interests were declared.

5. Public Forum

No Members of public were present.

6. Exclusion of the Press & Public

It was resolved that no items required the exclusion of the press and public and all business would be conducted in public session.

Approved by the Chairman:

Signed:..... Name:..... Date:.....

7. Approval of Minutes

The minutes of the meeting held on the 29th April 2026 were approved and signed by the Chairman.

8. Report from Chelmsford City Council

Cllr Taylor was unable to be present.

Cllr Dobson reported on the progress of the Local Plan and highlighted the importance of the preparation and adoption of Neighbourhood Plans in helping communities influence future development within their area.

9. Report From Essex County Council

Cllr Clark reported that the first meeting of the new administration would take place the following day, when positions would be ratified. He advised that the new administration intended to implement changes and introduce new policies.

10. Clerk's Progress Report

The Clerk's Progress Report was not available for this meeting.

11. Review of Delegation Arrangements

Members reviewed the Council's delegation arrangements to the Clerk. **It was resolved** that the existing delegation arrangements be confirmed and continue for the forthcoming municipal year.

12. Appointment Leads and Representatives of Outside Bodies

Members reviewed the Council's appointments to outside bodies and Councillor lead roles for the forthcoming municipal year.

It was resolved that the following appointments be made:

- Civil Emergency Planning – Cllr Garner and Cllr Priest
- Newsletter Editor – Karen Plumridge
- Chelmsford Association of Local Councils – Cllr Bedding
- Hanna's Field Charity Liaison – Cllr Bedding
- Community Speed Watch – Cllr Darrah
- Planning Lead(s) – Cllr Garner

13. Policies & Procedures

The following policies and procedures were reviewed and adopted / re-adopted:

- Standing Orders
- Financial Regulations
- Internal Controls Policy
- GDPR – General Privacy Notice
- GDPR – Document Retention Policy
- GDPR – Information and Data Protection Policy
- Complaints Procedure
- Risk Register
- Risk Assessment Policy
- Information Technology and Electronic Communications Policy

14. Review of Asset Register

Members reviewed the Council's Asset Register. **It was resolved** to approve the Asset Register at May 2026.

15. Proposed Lease Arrangements – Scarles Croft

Members considered the draft Heads of Terms provided by Chelmsford City Council and associated documentation relating to the proposed new lease.

A detailed discussion took place regarding the proposed arrangements. The Clerk was requested to circulate a copy of the Parish Council's existing lease with the tenant and undertake further investigations in respect of a number of issues raised by Members. The matter will be brought back to a future meeting for further consideration.

16. Hanna's Field Charity

Nothing to report.

17. Insurance

Members reviewed the Council's insurance arrangements and confirmed that appropriate insurance cover was in place in respect of all insurable risks. **It was resolved** to renew the Council's existing insurance policy with effect from 1st June 2026.

18. Date, Time and Place of Meetings 2026-2027

It was resolved that Ordinary Meetings of the Council be held on the last Wednesday of each month, with the exception of August, when no meeting would be held, and December, when the meeting would be brought forward to 16th December 2026.

It was further resolved that the Annual Parish Meeting be held on 27th April 2027.

All meetings will be held at East Hanningfield Village Hall unless notified otherwise.

19. IT Security and Communications

Members reviewed the Council's IT Security and Communications requirements and confirmed their compliance. Members signed the relevant documentation confirming their agreement to adhere to the Council's IT and Communications Policy and associated Data Protection and Retention Policies.

20. Finance

- a) Members approved the appointment of the Clerk as Responsible Financial Officer for the 2026–2027 municipal year.
- b) Members approved annual subscriptions to RCCE, EALC and NALC.
- c) Members reviewed expenditure incurred under Section 137 of the Local Government Act 1972, noting a payment of £25.00 to the Royal British Legion for a Remembrance Day wreath.
- d) Members confirmed that the Council met the eligibility criteria for, and continued to adopt, the General Power of Competence.
- e) Members reviewed the Council's bank mandates. **It was resolved** that former Cllr Thomas be removed as an authorised signatory and that Cllr Roberts be added as an authorised signatory. **It was further resolved** that Cllr Bedding be granted authority to input payments to the Council's banking system in the absence of the Clerk, but not to authorise or approve payments.
- f) Members reviewed the arrangements for internal audit and confirmed the appointment of Mulberry & Co as the Council's Internal Auditor for the 2026–2027 financial year.
- g) Members approved the use of the following payment methods:
 - i. Variable direct debit
 - ii. BACS / CHAPS Payments
 - iii. Standing Orders

Chairman's Initials:

- h) The Bank Reconciliation as at 31st March 2026 was reviewed, approved and signed by the Chairman.
- i) The Internal Auditor's Report for 2025–2026 was received and noted.
- j) **It was resolved** to approve the Annual Governance Statement 2025–2026 and authorise the Chairman and Clerk to sign the document.
- k) **It was resolved** to approve the Accounting Statements 2025–2026 and authorise the Chairman to sign the document.
- l) The Explanation of Variances 2025-2026 was noted.
- m) **It was resolved** to approve the dates for the Exercise of Public Rights being 1st July 2026 – 11th August 2026 inclusive.

n) The following receipts and payments were approved / noted:

16/04/2026	Nest	Clerk's Pension	Not public information
23/04/2026	Keith's Grass Cutting	Grass Cutting	£290.00
23/04/2026	Miss L White	Clerk's Salary	Not public information
23/04/2026	HMRC	PAYE	Not public information
30/04/2026	Unity Trust Bank	Service Charge	£7.00
08/05/2026	Top to Toe	Play Area Inspection	£17.50
08/05/2026	Top to Toe	Maintenance	£190.00
15/05/2026	Nest	Clerk's Pension	Not public information
20/05/2026	Miss L White	Clerk's Salary	Not public information
20/05/2026	HMRC	PAYE	Not public information
20/05/2026	Keith's Grass Cutting	Grass Cutting	£290.00
20/05/2026	Mulberry & Co	Internal Audit	£188.82
20/05/2026	Wallace Arboriculture	Grass Cutting	£410.01
20/05/2026	Hanna's Field Charity	Hall Hire - 29/04/26	£20.40

The following income was noted:

02/04/2026	Bond Resin	Advertisement	£108.00
07/04/2026	The Phoenix Movement	Advertisement	£108.00
08/04/2026	J Gard & Sons Ltd	Advertisement	£108.00
24/04/2026	Chelmsford City Council	Precept 1st Instalment	£22,905.00
30/04/2026	Repair it Smart	Advertisement	£108.00
30/04/2026	Hanningfield Motors	Advertisement	£108.00

21. Environmental Issues (Matters for Information and Update)

Under agenda item 8, Cllr Dobson advised that she would again escalate concerns regarding an offensive fish-like odour emanating from a business on the industrial estate.

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

- Members discussed a number of overgrown hedges within the Parish and identified areas where further investigation may be required. The Clerk will make the necessary enquiries and relevant matters will be brought forward to a future meeting where appropriate.
- The Clerk advised that she would be submitting the Council's entry for the Village of the Year competition and noted that details had previously been circulated to Members.
- Cllr Liddiard raised concerns regarding the potential for patrons of The Folly to park on The Tye during busy periods. The matter will be included on a future agenda for discussion.

There being no further business, the meeting closed at 9.41pm

Chairman's Initials: