

SOUTH HANNINGFIELD PARISH COUNCIL

Minutes of a council meeting held on Thursday 6th October 2022 in Ramsden Heath Village Hall.

Present: The Chairman and Councillors Marsello, Burgess, Mitchell, Bonnett, Whitehead, Huntington, Coveley, Cerson and Vickers. The Clerk kept the minutes.

- 1. Apologies for Absence** – Councillor Walker.
- 2. Election of Vice-Chairman** – Cllr Burgess proposed Cllr Marsello be elected, seconded by Cllr Vickers. There were no other nominations. All in favour.
- 3. Declaration of Acceptance of Office** - Cllr Huntington declared a non-pecuniary interest on agenda item 7F.
- 4. Public Participation** – There were no members of the public present.
- 5. Approval of Minutes dated the 1st September 2022** – Proposed as a true record by Cllr Huntington, seconded by Cllr Cerson, all in favour.
- 6. Clerk & Councillors Report** -
 - a) 5a-The Clerk confirmed Chelmsford City Council had cut the hedge in Church Road, Ramsden Heath.
 - b) 5b-The Clerk confirmed that Keith Marshall is happy to participate in the Christmas Cheer Voucher Scheme.
 - c) 7e-The Clerk reported that the Downham Village Hall Management Committee wish to thank the Parish Council for their kind donation in memory of Michael Thomason.
 - d) 5c-The Chairman reported that patched pothole repairs have been carried out in Downham Road, Ramsden Heath.
- 7. Planning** -
 - a) 22/01465/FUL – Site at Livery Yard, Lodge Farm, Heath Road, Ramsden Heath – Demolition of existing buildings. Construction of 8

dwelling with associated works including parking and landscaping – Object, We had no objection to the original application as it was more in keeping. Sadly, now this will affect the openness of the countryside and the greenbelt.

b) 22/01484/FUL – Stanfield, Brock Hill, South Hanningfield – Replacement and raising of existing roof. Proposed rear balcony, relocation of front door to front elevation with alterations to existing fenestration, dormers and porch – No Objection.

c) 22/01532/FUL – Land Northeast of Bifrons, Church Lane, South Hanningfield – 50 ground mounted solar panels on 4 frames of 8 panels and 3 frames of 6 panels – No comment.

d) 22/01677/FUL – Crowsheath Farm, Hawkswood Road, Downham – Object, the wall is of considerable length which erodes the openness of the Green Belt through its spatial existence, representing inappropriate sprawl of development across the site. The wall amounts to an inappropriate delineation, which causes substantial harm to the open and verdant character of the green belt.

e) 22/01710/EB – Land South of Littlefield Farm, Hawkswood Road, Downham – Refurbishment works of the high voltage power line – No Objection.

f) 17/00079/S73 – Park Lane Riding School, Park Lane, Ramsden Heath – Variation of Condition 3 of approved permission 17/00079/MAT (Application for the variation of Condition 3 of planning permission 17/00079/FUL, redevelopment of Park Lane Riding School to create 6 new dwelling houses with associated access, parking and garages) for minor amendments to plots 2,3 and 6 due to location of public foul sewer asset and associated easement running through the site). Minor alteration made to ownership boundary of approved plans – No comment.

g) To discuss any other new planning applications received during the meeting notice period and to agree to include this for future meetings and incorporate this into our Standing Orders – There were no new applications received and members were in full agreement that this did not need to be incorporated into Standing Orders due to this being on an adhoc basis only.

8. Finance -

a) **Ratification and Authority to Issue Cheques** – Proposed by Cllr Huntington, Seconded Cllr Cerson: PAYMENT MADE UNDER SECTION 137*

CHEQUES

105323	Royal British Legion	Street Poppies	£ 60.00
105324	Cash	Petty Cash	£ 135.97

ONLINE PAYMENTS

Ernest Doe & Sons Ltd	Materials	£ 101.13
R Tidnam	PAT Testing S/Pav	£ 72.00
R Tidnam	Pat Testing Parish Office	£ 72.00
L Barker	S/Pav Cleaning	£ 228.06
A Jasper*	Grazing Table (function)	£ 300.00
Chelmsford City Council*	Play in the Park	£ 240.00
Downham Village Hall*	In Memory Donation	£ 500.00
South Hanningfield Tree Surgeons	Waste removal	£ 1400.00
South Hanningfield Tree Surgeons	Hedge Removal	£ 850.00
Sue Lees Consultancy	Maintenance fee	£ 90.00
Viking Direct	Office stationery	£ 179.32
Chelmsford City Council	Waste collection S/F	£ 242.32
PKF Littlejohn LLP	External Audit Fee	£ 480.00
Adobe Pro	Monthly subs	£ 12.64
Moore's	Key cutting	£ 146.00
Fast Keys	Locks	£ 93.44
Kompan Ltd	Play Inspections	£ 360.00
J Moule	Salary	£
HMRC	Tax & NI	£
Essex Pension Fund	Pension	£
R Thomason	Salary	£
A Moule	Maintenance	£
M Holt	Maintenance	£

b) **31st August 2022 Month End Accounts** – There were no questions.

c) **2021-22 Conclusion of Audit** – The Clerk reported that PKF have passed the audit with one negative comment, where we marked yes in a box, instead of no!

d) **Discuss new requirement for a Traffic Management Survey for the Christmas tree lighting and agree whether to go ahead and order –**

The Clerk advised members that the Ramsden Heath Village Hall Management Committee have agreed to let us have the Village Hall free of charge on the 25th November. They will also buy a 12ft tree and light this on the evening. The Ramsden Cupcake ladies will serve the refreshments. Members were in full agreement to accept their kind offer.

e) **Agree to move a Motion recommended by the Parks & Open**

Spaces Working Party to install palisade fencing in the Recreation Ground instead of planting a new hedge – All in favour.

f) **Agree to amend and adopt the Complaints Procedure** – Cllr Marsello reported that the Chairman's details is the only thing which needs amending. Proposed by Cllr Huntington, seconded by Cllr Bonnett, all in favour.

g) **Discuss and agree a procedure for online payments to be made, as ratification is not correct, as reported by the Internal Auditor** –

Members asked the Clerk to contact the Internal Auditor and ask her to confirm what we are doing wrong and how to overcome it?

h) **Discuss the Legionella Risk Assessment Report** – Members agreed that the Clerk contact Richard Roberts and obtain a quotation.

i) **To agree a contribution of £550 for the 2022 CCTV annual data fee in Hawkswood Road** – The Clerk confirmed this is a one off payment of £550. Cllr Huntington proposed the £550 be made, Seconded by Cllr Whitehead. All in favour.

j) **To discuss and agree a donation request from South Hanningfield Village Hall Management Committee towards a new Notice board** – Cllr Marsello proposed we make a donation of £250, Seconded by Cllr Mitchell, all in favour.

9. **Request to place an "In Memory Plaque" of Her Late Majesty Queen Elizabeth II on the side of the Bus Shelter in Church Road, Ramsden Heath** – Some members felt this was not appropriate. The Clerk to request a photo of the plaque and discuss this at a future meeting.

10. **Request from two residents of South Hanningfield to hold a Christmas Carol service on South Hanningfield Tye on Saturday 17th December 2022. Proceeds will go to St Peter's Church** – All in favour.

11. **Matters for Information -**

a) Cllr Coveley would like to plant some buddleias inside the new palisade fencing.

b) Cllr Marsello has asked that the Clerk contact the Enforcement Team at CCC and request the full planning report on Dowsett Farm.

c) Cllr Whitehead gave his apologies for the next meeting.

d) The Clerk asked members if they had anything to report in the Newsletter?

e) The Clerk reminded members that Coffee with Cops will be held on Tuesday 11th October 2-4pm in Ramsden Heath Village Hall.

- f) The Clerk reported the Parish Councillor vacancy has today been advertised. If no one calls a poll between now and the 19th October, we can start the co-option process.
- g) The Clerk reported that the P3 Team intend to finish their 2022 activities on the 31st October 2022.

There being no further business, the meeting closed at 9.17pm.

Approved as a true record.

Signed.....Dated.....