

SOUTH HANNINGFIELD PARISH COUNCIL

Minutes of a council meeting held on Thursday 13th June 2024 in Ramsden heath Village Hall.

Present: The Chairman and Councillors Whitehead, Huntington, Vallis, Graves, Thurgood, Burgess, Elms and Coveley. Four parishioners were also in attendance and the Clerk kept the minutes.

1. Apologies for Absence – Councillor Walker.

2. Disclosure of Interests – Non-pecuniary interests were declared by Councillor Elms 6.8, Councillor Coveley 5.2 and Councillor Vallis and Graves 9.

3. Public Participation – Residents came to discuss the recent Automatic Traffic Count results in Heath Road and asked the Parish Council to make a formal request to Essex Highways for double white lines to be installed in Heath Road from the junction of Park Lane to Mill Lane and additional signage to be installed along Heath Road. The Chairman agreed to discuss agenda item 7, as this relates to the recent Automatic Traffic Count. Cllr Thurgood reported that he had sent two emails to Essex County Council explaining that we were unhappy with the statistics, the reasons of the hazards in both Heath Road and Castledon Road and requested that the speed limit in Heath Road be reduced from 40mph to 30mph by the Village Gateway and reduce Castledon Road from a 60mph to a 40mph. The response from Highways was to submit two separate Local Highway Panel requests. The Chairman thanked Cllr Thurgood for his time on this matter.

4. Approval of Council Minutes and AGM Minutes dated the 9th May 2024 – Proposed as a true record by Cllr Thurgood, Seconded Cllr Graves.

5. Planning –

5.1 24/00652/CLEUD – Sudbury's Farm Bungalow, Sudbury Road, Downham – Certificate of Lawfulness to regularize the existing use of the garage into a habitable room as part of a residential (C3) use within the existing bungalow, the side extension to facilitate the kitchen, covered walkway, and the new ancillary buildings (garage and storage building) – No comment.

5.2 24/05093/TPO – Bakers Court, Dowsett Lane, Ramsden Heath – T1 Horse Chestnut (*Aesculus hippocastanum*) – located within the grassed area to the Northwest of the property, adjacent to Dowsett Lane and Willowmead – Reduce vertical height of tree canopy by up to 1m, cutting to suitable growth points for regrowth to occur. Reduce remaining lateral branch work to all aspects by 1.5m, cutting to suitable growth points or side branches for balance and form. Crown clean of all major deadwood, rubbing/crossing branches and hazardous limbs where present. Reason: To maintain tree at reduced scale for more light into the surrounding areas. T3 Holly (*Ilex aquifolium*) – Located adjacent to the public footpath and Dowsett Lane to the West of the property building – Reduce lateral branch work to all aspects by up to 0.3m at the base of the tree and up to 1.0m at the top to reset canopy into a more apically dominant shape. Reason: To balance tree for form and reset canopy shape – No comment.

5.3 24/00730/FUL – 13 Heath Road, Ramsden Heath – Proposed two storey side extension and loft conversion – No comment.

5.4 24/00686/FUL – Hawthorns, Broomwood Lane, Stock – Proposed demolition of existing dwelling, garage, annexe and outbuildings. With a new replacement dwelling, garage and annexe with the conversion of existing outbuildings and new menage – Object, we cannot form a judgement due to no existing plans. The property is too high and would have an impact to the openness of the greenbelt.

5.5 24/00639/FUL – Willow trees, Mill Lane, Ramsden Heath – Single storey rear extension and open canopy roof over street entrance door. Alterations to fenestration – No comment.

5.6 24/00653/FUL – 68 School Road, Downham – Demolition of existing garage. Construction of detached garage to front porch – No Objection subject to existing site lines not being compromised.

5.7 24/00709/CLEUD – Quiet Ways, Hawkswood Road, Downham – Certificate of Lawfulness to regularise the use of the site for commercial purposes for the past 20 years – No comment.

5.8 24/00761/FUL – Heath Farm, Heath Road, Ramsden Heath – Alterations to eaves height, material and fenestration alterations and the addition of solar panels to existing barn – No comment.

5.9 24/00659/CLEUD – Certificate of Lawfulness to regularise the lawful commencement of the development under 20/00665/FUL. This is condition 1 – No comment.

5.10 24/05102/TPO – 12 Heath Road, Ramsden Heath – T1 Oak – 3m crown reduction of large oak. Reason: The tree is overgrown. It will benefit

from the crown reduction and will improve the aesthetic of the garden – No comment.

5.11 24/00826/FUL – 76 School Road, Downham – Single storey rear extension and side facing dormers to existing roof – No comment.

5.12 24/03089/DEVST – Crowsheath Farm, Hawkswood Road, Downham – Change of house name to The Sandons – No objection.

6. Finance –

6.1 31st May 2024 Month End Accounts – There were no questions or concerns.

6.2 Ratify online payments and cheques, Authority to Issue online payments and cheques, direct debits and credit card purchases for May 2024. Proposed by Cllr Elms, Seconded Cllr Huntington: *Payments made by staff personal credit cards due to Barclaycard (the Know Your Customer) Team placing a hold on the Parish Council account. ** Payment made under Section 137

RATIFY ONLINE PAYMENTS

BFS Ltd	Fuel	£ 301.51
M Linwood	Admin Assistance	£
A Moule	Maintenance	£
P James	Maintenance	£
P James	Re-imb war memorial plants*	£
A Moule	Re-imb bus shelter timber*	£
J Moule	Re-imb materials for bus shelter repair*	£
AAC Essex	S/Pav cleaning	£ 346.50
R Thomason	Salary	£
HMRC	Tax	£
J Moule	Salary	£
HMRC	Tax and NI	£
Essex Pension Fund	Pension	£
Barclaycard	Top-up from Current Account	£ 1500.00

DIRECT DEBITS

Onecom	S/Pav line rental	£ 32.10
CPRE	Annual Subscription	£ 60.00
BT	Office line rental	£ 58.21
EE	Mobile	£ 16.06

BARCLAYCARD PAYMENTS

Adobe	Monthly Subscription	£ 16.64
Chandler & Co	Mastic gun/sealant	£ 19.94
Activ8 Creative	Newsletters	£ 336.00

Travis Perkins	Postcrete	£ 39.60
Cartridge People	Cartridges	£ 213.60
Savers	Batteries	£ 4.99
Asda**	Refreshments APM	£ 81.48
Amazon	Cleaning materials/Tools/Masks	£ 84.77
TOTAL		£ 797.02

13TH JUNE 2024 ONLINE PAYMENTS

C J Dale	S/F replacement signage	£ 235.00
Sue Lees Consultancy	Quarterly Maintenance Fee	£ 90.00
G J Staines	Fuel	£ 120.00
Downham Village Hall	Hall hire	£ 44.00
Starboard Systems	Annual Scribe Package	£ 673.92
Ernest Doe & Sons Ltd	Tools	£ 179.57
J Stobart	Internal Audit Fee	£ 240.00

CHEQUES

Cash	Petty Cash	£ 170.45
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6.3 Update from Councillor Whitehead regarding the recent Finance Committee meeting – Cllr Whitehead reported that we are in a reasonably good condition. It appears we may not receive many more Cil payments due to properties being built on previously developed land. We made a saving on Christmas Cheer last year, so Section 137 payments were down. He thanked the Clerk and her assistant for completing the new asset register which is now on scribe. The Chairman thanked Cllr Whitehead for his report.

6.4 Approval of the 2023/24 Annual Governance Statement – The Clerk read through all nine points and members were in full agreement that during the year we carried out the required tasks to complete the accounting statements. Proposed by Cllr Whitehead, Seconded Cllr Graves, all in favour. The Chairman and the Clerk signed the accounting statement.

6.5 Approval of 31st March 2024 Year End Accounts – Proposed by Cllr Burgess, Seconded Cllr Huntington, all in favour. The Chairman and the Clerk signed the accounting statement.

6.6 Agree virement proposal as recommended by the Finance Committee – The Clerk read through the proposed transfers. Proposed by Cllr Thurgood, Seconded Cllr Burgess, all in favour.

6.7 Internal Auditors Report – The Clerk reported we had received a good internal report, with only a few matters raised. She will send out the report to members later on next month.

6.8 Discuss and agree Donation Request from Downham Village Hall –
Cllr Huntington proposed a payment of £250 be made, Seconded Cllr Black, all in favour.

7. As a result of the Automatic Traffic Counts, discuss and decide whether to make a request to the Highways Panel – This matter was discussed under agenda item 3.

8. To discuss the Chelmsford City Council Local Plan and agree a response – Members were all in agreement that no additional comments need to be made.

9. To discuss parking outside South Hanningfield Village Hall - The Clerk reported that she had received seven letters requesting the hall committee monitor the parked cars, which are mounted half on and half off the pavement. Pedestrians are finding it very difficult and are having to walk in the road. This relates especially to the last event which was held. Cllr Graves advised members that she did all she could that evening and was able to get the drivers to move their vehicles. Members were in full agreement that all measures are in place and the hall committee are to continue monitoring on a regular basis.

10. Request from Ramsden Pre School to use Norton Meadows on 5th July 2024 and 11th July 2025 for their summer fetes – All in favour, subject to the usual conditions.

11. Matters for Information –

11.1 Cllr Graves reported that the boulders which are encased with the hedging on a section of South Hanningfield Road have fallen down. She will report this online to Essex Highways.

11.2 Cllr Elms advised members there is a family of ducks who frequent the pond in Downham. Would it be possible to purchase a duck road sign and have this installed on Jubilee Gardens? Cllr Elms will cost the sign and this matter will be addressed at a future council meeting.

11.3 Cllr Burgess was happy to report he is now in receipt of three written basketball surface quotations.

11.4 Cllr Burgess reported that we need to send one of our ground staff on a pesticide course. The Clerk will arrange this.

11.5 Cllr Coveley reported parking was horrendous last weekend due to people attending the White Horse. She was also concerned that the

pedestrian crossing is fading and needs to be re-instated as soon as possible.

11.6 Cllr Thurgood reported that all the road markings were taken out when the road was resurfaced. He has chased Essex Highways.

11.7 Cllr Thurgood reported that at our recent Annual Parish Meeting, a resident of Downham Road, Ramsden Heath had raised a problem with him and Essex Highways have now agreed to install curbing at the front of her driveway.

11.8 Cllr Thurgood contacted Essex Highways and has requested the ATC results from the recent survey by the Nags Head.

11.9 Cllr Thurgood reported that South Hanningfield Road will be closed for resurfacing on the 23rd August 2024.

11.10 Cllr Thurgood asked that at next month's meeting can we discuss possible LHP requests for South Hanningfield Road, Church Road and Crowsheath Lane.

12. Date of next meeting – The Clerk confirmed this will be held on Thursday 11th July 2024 commencing 7.45pm in Ramsden Heath Village Hall.

13. Resolution for the exclusion of the public RESOLVED that under Section 100A(4) of the Local Government Act 1972 and/or as amended the public be excluded from the meeting for the specific agenda item 14 on the grounds that it involves the likely disclosure of exempt information falling within paragraphs 3 and 6 of Part 1 of the Schedule 12A to the Act – Proposed by Cllr Whitehead, Seconded Cllr Graves.

Approved as a true record.

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