

SOUTH HANNINGFIELD PARISH COUNCIL

Minutes of a council meeting held on Thursday 11th September 2025 in Ramsden Heath Village Hall.

Present: The Chairman and Councillors Black, Huntington, Thurgood, Burgess, Elms, Vallis, Metcalfe, Walker, Graves and Coveley. Two members of the Public were also in attendance and the Clerk kept the minutes.

- 1. Apologies for Absence** – Councillor Lewis.
- 2. Disclosure of Interests** – Non pecuniary interests were disclosed by Cllr Metcalfe 6.5 and 6.11 from Cllr Elms.
- 3. Public Participation** – One resident came to observe only, and the other resident expressed his concern regarding the speed of traffic in Heath Road and the amount of gas canisters which are becoming a litter nuisance within the Parish.
- 4. Approval of Minutes dated the 17th July 2025** – The Clerk reported that she had amended item 10.8 which should read: we require licences for 8 bus shelters, not 3. Proposed as a true record by Cllr Thurgood, Seconded Cllr Graves.
- 5. Clerk and Councillor Reports -**
 - 5.1 (5.1) The Clerk reported that she is awaiting the quotations in relation to the water tanks at the Sports Pavilion. The Chairman advised members that both companies suggest different solutions. Our Grounds Team are conducting three weekly flushes until the new tanks are installed.
 - 5.2 (8) The Clerk confirmed she had carried out the Groundsman's Staff Appraisal, leaving the Chairman to conduct hers before the year end.
 - 5.3 (5.5) Cllr Thurgood reported he had emailed Cllr Dobson regarding the re-instatement of the VAS in School Road, but to date, he has not received a reply.
 - 5.4 (5.7) Cllr Thurgood confirmed he has heard back from ECC and they have reported that they will need to insert a liner underneath the Sports Field surface to assist with the current flooding problems. A

Licence will need to be drawn up and will be sent to the Clerk.

5.5 (10.9) Cllr Thurgood reported that Sandon Brook Bridge has now been completed.

6. Planning -

6.1 25/01199/CLEUD – 64 School Road, Downham – Certificate of Lawfulness to regularise garden outbuildings that have been of ancillary use to the residential property for over 20 years. This application is to confirm the buildings continued ancillary use to the main property – Whilst we do not object, the Parish Council do not know the circumstances.

6.2 25/01183/CLEUD – 64 School Road, Downham – Certificate of Lawfulness to confirm the lands use as garden space and the prescriptive rights accorded to it. Land to the rear of the plot has been used as a garden in excess of 20 years – Same response as 6.1.

6.3 25/01185/FUL – 65 Heath Road, Ramsden Heath – Part single, part two storey rear extension. Single storey side extension – No comment.

6.4 25/05124/TPO – 6 Tiplers Bridge, Ramsden Heath – T3 x 1 Oak, Fell – Reason: To stop the influence of the tree(s) on the soil below building foundation level and provide long term stability to 6 Tiplers Bridge – No Objection.

6.5 23/01541/S73 – Downham Hall, Castledon Road, Downham – Variation of Condition 2 to approved planning application 23/01541/FUL (Replacement of existing barn and use of barn to provide event facilities and change of use of part (ground floor) of the main building accommodation to provide a bar area for hotel/event use. Replacement of existing barn and use of barn to provide event facilities including an extension to existing annex kitchen to provide improved facilities and change of use of part (ground floor) of the main building accommodation to provide a bar area for the hotel/event use) to Variation in the design of the replacement building, in order to achieve satisfactory development of the site – Cllr Metcalfe left the room whilst this application was being discussed – No Objection, pleased to support a local thriving business.

The following applications were dealt with by the Chairman and Vice-Chairman during recess:

6.6 25/00929/FUL – Ramsden Hall Academy, Heath Road, Ramsden Heath – Erection of fence to the perimeter of the school – No comment.

6.7 25/05137/TPO – 64 Park Lane, Ramsden Heath – W1 Oak x 2 – Located at rear boundary, to lift to 4m and reduce back overhang by 2m towards garden side only. Reason: Overhanging – No Objection.

6.8 25/01015/FUL – Lake View, Brock Hill, South Hanningfield – Demolition of greenhouse, proposed replacement incidental outbuilding – No comment.

6.9 25/01134/CLEUD – Lodge Farm, Heath Road, Ramsden Heath – Certificate of lawfulness to regularise the original dairy outbuilding use as a gym, office and storage for a minimum of 15 years – No comment.

6.10 25/00809/FUL – Tangle Trees, Church Road, Ramsden Heath – proposed conversion of existing stables to residential annexe – No objection.

6.11 25/01130/FUL - 32 School Road, Downham – Construction of a garage and car port to the front of the site – This appears to be overdevelopment and affects a village within the greenbelt.

6.12 25/01193/CLEUD – Store, Windsor Road, Downham – Certificate of lawfulness to confirm the change of the building from breaking scrap to an MOT station. The site has been used for this manor over 50 years – The Parish Council are aware this was used as a scrap yard but there is no evidence of it being used as an MOT centre. Before a Certificate of lawfulness is granted, would Chelmsford City Council please confirm this is what it is being used for.

7. Finance -

7.1 Ratify online payments; cheques; direct debits and credit card payments – Proposed by Cllr Black, Seconded Cllr Elms -

RATIFICATION

R Thomason	Salary	£
HMRC	Tax	£
J Moule	Salary	£
HMRC	Tax & NI	£
Essex Pension Fund	Pension	£
A Moule	Maintenance	£
P James	Maintenance	£
SHTS	Inspection & tree report	£ 495.00
J O'Sullivan	Pavilion painting	£1500.00
SHTS	Emergency tree work	£ 600.00
M Linwood	Admin assistance	£
C Dale	Signage	£ 390.00

Kompan Ltd	Playground Inspections	£ 553.84
P James	Maintenance	£
A Moule	Maintenance	£
Essex & Suffolk Water	S/F water rates	£ 478.66
R Thomason	Salary	£
HMRC	Tax	£
J Moule	Salary	£
HMRC	Tax & NI	£
Essex Pension Fund	Pension	£
M Linwood	Admin assistance	£
CCC	Play in the Park	£ 364.50
CHEQUES		
105409	Petty Cash	£ 24.87
105410	Petty Cash	£ 110.19
DIRECT DEBITS		
EE	Mobile	£ 19.97
Eon	S/Pav electricity	£ 121.95
Onecom	S/Pav line rental	£ 24.26
BT	Office line rental	£ 61.94
BARCLAYCARD PAYMENTS		
Amazon	Fraud reclaim	+ £ 45.00
Adobe	Monthly subs	£ 16.64
Amazon	Goalpost net pegs	£ 83.73
Amazon	Paint roller	£ 10.55
Amazon	Goalpost net pegs	£ 16.76
Amazon	Pens	£ 6.88
Amazon	White copy paper	£ 41.98
Amazon	Stationery	£ 42.38
Poundland	Paintbrushes	£ 10.00
Amazon	Painting supplies	£ 50.19
Amazon	Stamps	£ 38.99
Amazon	Screws	£ 51.18
Total		£ 324.28

7.2 Authority to issue online payments and cheques – Cllr
Huntington proposed the following payments be made. Seconded
Cllr Black:

Sue Lees	Maintenance fee	£ 90.00
PKF Littlejohn	External audit fee	£ 504.00
AAC Essex Ltd	S/Pav cleaning	£ 225.60

7.3 31st August 2025 Month End Accounts – The Clerk reported the

balance was £ 72352.78. There were no questions.

7.4 Agree Virement to transfer £3985.15 from the General Reserves to the tree Reserves Fund – Proposed by Cllr Metcalfe, Seconded Cllr Huntington, all in favour.

7.5 Conclusion of 2024-25 Audit – The Clerk was happy to report that we received a clear audit. She confirmed this had been published on our website and noticeboards.

7.6 Agree whether to purchase or rent a replacement defibrillator for the Sports Pavilion – The Clerk reported that she had been waiting over 4 months for replacement battery and pads. The cost to buy a new up to date unit would be £ 895.00 and the annual rental charge is £420.00. Members voted unanimously to purchase a new unit.

7.7 Agree to make a donation to the Luncheon Club in respect of the 2025 Christmas Cheer – The Clerk reported that we donated £1000.00 last year. Members were all in agreement to make the same amount this year.

7.8 To discuss the 2025-26 AGAR Assertion 10 requirement – The Clerk reported that Assertion 10 will appear on the 2025-26 AGAR. All Parish Councils must ensure they have content for gov.uk domain emails, publish FOI Act 2000 information and Data Protection information. It was agreed that Cllr Vallis and his working party will carry out the paperwork process and present this to full council at a future meeting.

8. To discuss any matters which arose during recess – The Chairman reported that we had been approached to install padel courts within the Parish, at no cost to the Parish Council. Cllr Elms will look into the company concerned before a meeting is arranged.

9. Report from Cllr Burgess, Chairman of the Parks & Open Spaces Working Party – Cllr Burgess updated members on what items require maintenance within the 3 villages. The Working Party have agreed for a replacement memorial seat to be installed on South Hanningfield Tye. We are awaiting a quotation for tree works on Bofor's Strip and Stoney Hills. Downham Pond is nearly empty, full of sludge and reeds. The Clerk has received two verbal quotations of £20000 and £60000 to remove the silt, so we will just have to keep regular maintenance checks on it for the time being, especially as the Parish Council do not own the pond. Two litter bins have now been removed. One in the Recreation Ground and one by the bus stop opposite the Beauvoir Arms. People have continually been placing

home waste in these, including offal! The Clerk will be obtaining tree quotations and hopefully these will be received for the next meeting. The Chairman thanked Cllr Burgess for the update.

10. Cllr Thurgood to update members on the recent Bus Shelter

Validation Exercise – Cllr Thurgood referred members to his recent email. He has sent the correspondence to Cllr Dobson for her approval and once this is received, he will forward this to Passenger Transport. The Chairman thanked Cllr Thurgood for his hard work.

11. Request from Ramsden Cupcakes to donate and install a metal “Tommy” at the War memorial – Members were grateful for the kind offer, but suggested that there be a nurse or other similar metal structure instead of another “Tommy”. The Clerk will see what is available on the RBL website and will consult with the Cupcake Ladies

12. Matters for Information -

12.1 Cllr Burgess reported that the amount of waste building up on the Windsor Road Estate is becoming an eyesore. The Clerk has contacted Enforcement and we are awaiting the outcome. Residents are concerned that toxic waste is in the mounds of rubbish.

12.2 Cllr Thurgood reported that a new bus survey has been published and one of the suggestions is to cancel the number 10 afternoon service, so residents would be able to get to Basildon Hospital, but they would not be able to return!

12.3 Cllr Thurgood reported that drainage works will commence in Church Road on the 27th October for three weeks.

12.4 Cllr Thurgood reported he will be attending the PCC rural crime meeting tomorrow and will raise the speeding problems we are encountering.

12.5 Cllr Thurgood reported there is no progress on our recent LHP requests.

12.6 Cllr Thurgood reported that he had sent Cllr Bonnett photographic evidence of the inconsiderate parking outside the White Horse at weekends. Cllr Bonnett will take this up with the South East Essex Partnership Team.

12.7 Cllr Black reported that he will be on holiday next week.

12.8 The Clerk reported that the Parish Office will be closed until the 25th September.

13. Date of next meeting – The Clerk confirmed this will be Thursday 9th October 2025 commencing 7.45pm in Ramsden Heath Village Hall. Councillors Thurgood, Huntington and Vallis gave their apologies.

There being no further business, the meeting closed at 9.11pm.

Approved as a true record.

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