

SOUTH HANNINGFIELD PARISH COUNCIL

Minutes of a Council Meeting held on Thursday 25th June 2026 in Downham Village Hall.

Present: The Chairman and Councillors Huntington, Burgess, Thurgood, Graves, Metcalfe and Lewis.

1. Apologies for Absence – Councillors Walker and Elms.

2. Disclosure of Interests – The following non prejudicial interests were declared: 6.1 Cllr Graves, 6.2 Cllr Huntington and 6.15 Cllr Burgess and a personal interest by Cllr Metcalfe on 6.7.

3. Public Participation – Two members of the public were present, both came to discuss planning. The Chairman thanked them for attending.

4. Approval of Council Minutes and AGM Minutes dated the 14th May 2026 – Council minutes proposed as a true record by Cllr Burgess, Seconded Cllr Graves. AGM Minutes proposed as a true record by Cllr Graves, Seconded Cllr Lewis.

5. Clerk and Councillor Report -

5.1 (5.1) The Clerk reported that two applicants have withdrawn their interest in becoming a Parish Councillor. Therefore, interviews will now take place at 7pm and 7.30pm next Tuesday.

5.2 (7.4) Cllr Thurgood confirmed the transport contract had been signed. We are now awaiting the funding.

6. Planning –

6.1 26/00505/FUL – Site at Bellevue, South Hanningfield Road, South Hanningfield – Erection of a chalet dwelling – No comment.

6.2 26/00537/FUL – Katie House, Park Lane, Ramsden Heath – Single storey side extension. Part first floor, part two storey rear extension with roof extension. Raising of the roof and a loft conversion including rear dormer and front, side and rear facing roof lights. Alterations to fenestration and external alterations – No comment.

6.3 26/00083/FUL – Chithams, 87 Heath Road, Ramsden Heath – Proposed new machine store/building – No comment.

- 6.4 26/00601/FUL – 1 Mill Lane, Ramsden Heath – Removal of existing conservatory and construction of single storey side lean to extension – No comment.
- 6.5 26/00539/FUL – Round Farm, Goatsmoor Lane, Stock – Change of use of an existing agricultural building to a small-scale dog daycare facility (Sui-Genesis) with associated outdoor exercise space and access track – No comment.
- 6.6 26/00632/FUL – 65 Heath Road, Ramsden Heath – Single storey rear orangery extension and single storey side lean to extension – No comment.
- 6.7 26/00648/FUL – Downham Hall, Castledon Road, Downham – Erection of a part single/part two storey rear extension and new emergency staircase to Downham Hall – No comment.
- 6.8 26/00687/FUL – Remhur, Cumming Road, Downham – Retrospective application for the siting of a caravan. Proposed replacement dwelling – Once the dwelling has been built, there must be a condition applied that the caravan must be removed.
- 6.9 26/00665/FUL – 10 Park Lane, Ramsden Heath – Two storey side, rear and front extension with porch. Internal and external alterations – No comment.
- 6.10 26/00151/FUL – 110 Downham Road, Downham – Two storey front extension, alterations to roof, fenestration and external materials – No comment.
- 6.11 26/00636/FUL – Rose Cottage, Dowsett Lane, Ramsden Heath – Proposed new balcony to the rear – No comment.
- 6.12 26/05126/TPO – 10 Park Lane, Ramsden Heath – T1-Oak – Crown reduction of 2-3 meters back to suitable growth points. Removal of all dead wood and re shaping of tree. Thinning of crown and removal of lower epicormic growth. Reason – to bring back amenity value to the street – No comment.
- 6.13 26/00479/FUL – Stables at Dowsett Farm, Dowsett Lane, Ramsden Heath – Two new self-build/custom build dwellings to replace existing stables and containers and associated works including landscaping and parking – Planning permission has previously been granted for other parts of this Green belt site but development has not commenced. The application suggests that there is a great demand for new properties and that the site should be “Grey Belt” under the government’s latest NPPF, but it is the view of the Parish Council that this is a prime Green Belt location and the design and size of the proposed buildings is “inappropriate development” as laid down under the Chelmsford City Council Local Plan. Whilst it is accepted that the site is previously developed land, it was in

character with the farm as a whole and that the proposed new dwellings affect the character and appearance of the area. As such, the Parish Council requests that this application be rejected by the City Council's Planning Committee.

6.14 26/00761/FUL – The Retreat, Vera Road, Downham – Part two storey, part single storey side extension. Loft conversion including raising the roof, front facing dormer and first floor front window. Alterations to fenestration – No comment.

6.15 26/00587/FUL – 54 Allens Road, Ramsden Heath – Replacement of boundary fencing – Planning permission may not be required as this is a like for like replacement.

7. Finance –

7.1 Ratify online payments; cheques; direct debits and credit card payments – Proposed by Cllr Lewis, Seconded Cllr Graves:

Online Payments		
Clear Insurance	Insurance Renewal	£ 7398.98
P James	Maintenance	£
AAC Essex Ltd	S/Pav Cleaning	£ 225.00
J Moule	Salary	£
HMRC	Tax & NI	£
Essex Pension Fund	Pension	£
A Moule	Maintenance	£
M Linwood	Admin Assistance	£
Ernest Doe & Sons	P3 estimate fee	£ 25.00
P James	Re-imb P3 parts	£ 17.89
Sue Lees	Quarterly maintenance fee	£ 90.00
RCCE	Annual Subs	£ 85.80
Ernest Doe & Sons	Tractor Parts	£ 29.66
Cheques		
Cash	Petty Cash	£ 178.50
Direct Debits		
EE	Mobile	£ 22.49
BT	Office line rental	£ 64.74
Eon	S/Pav Electricity	£ 426.27
Barclaycard		
Adobe	Monthly Fee	£ 16.64

Crystal Print	Newsletters	£ 207.82
Scottish Power	Unmetered Monthly Fee	£ 30.93
Amazon	Folding Work Bench	£ 143.99
Terry Bookers	S/Pav Part	£ 9.00
Total		£ 408.38

7.2 Authority to Issue Online Payments and Cheques – Proposed by Cllr Thurgood, Seconded Cllr Graves:

AAC Essex	S/Pav Cleaning	£ 225.60
Heather Heelis	Audit Fee	£ 390.00

7.3 31st May 2026 Month End Accounts – There were no questions for the Clerk. She did however report that we have received a Cil payment of £7553.16, which will be included in next month's figures.

7.4 Approval of 2025/26 Annual Governance Statements – The Clerk read each section of the Annual Governance Statement. Members were in full agreement with the answers supplied and the Chairman and Responsible Financial Officer signed the documents.

7.5 Approval of 31st March 2026 Year End Accounts – All in favour.

8. To consider the request from Ramsden Pre School to use Norton Meadows for a summer fete on Friday 3rd July 2026 – All in favour.

9. To agree the removal of the dead willow tree on South Hanningfield Tye and accept South Hanningfield Tree Surgeons offer to plant a new willow tree, free of charge, including the first three years maintenance – All in favour. This is a very kind gesture, which we gratefully accept.

10. To discuss any matters which arose during the Clerk's absence – None.

11. Matters for Information –

11.1 Cllr Thurgood reported there were fallen trees on the bridle way of Goatsmoor/Broomwood Lane and by Crowsheath pond.

11.2 Cllr Thurgood reported that Essex Bridleway Association will be clearing the claimed route on footpath 269 in Wickford/Downham borders.

11.3 Cllr Thurgood reported he had recently attended the Transport Engagement Meeting. Marketing information will soon be issued regarding the 10A bus starting at the end of July.

11.4 Cllr Thurgood reported that the P3 Team have not been working due to the heat. A message was received from the PROW Team at ECC, advising not to work.

11.5 Cllr Thurgood reported that he has ordered a new brush cutter machine and one of his new Team Members will be going on a brush cutter course next week.

11.6 Cllr Lewis reported that Downham Village Hall will be holding their summer BBQ on Saturday from 3-7pm. All are welcome.

12. Date of next meeting – The Clerk confirmed this will be held on Thursday 23rd July 2026 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 items 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 – All in favour.

Approved as a true record.

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