

SOUTH HANNINGFIELD PARISH COUNCIL

Minutes of a council meeting held on Thursday 9th April 2026 in Ramsden Heath Village Hall.

Present: The Chairman and Councillors Huntington, Thurgood, Elms, Burgess, Walker and Graves. The Clerk kept the minutes.

1. Apologies for Absence – Councillors Metcalfe and Lewis.

2. Disclosure of Interests – Non-pecuniary interests were declared by Cllr Huntington on 6.2 and Cllr Elms on 7.7.

3. Public Participation – No members of the public were present.

4. Approval of Minutes dated the 12th March 2026 – Proposed as a true record by Cllr Graves, Seconded Cllr Elms.

5. Clerk and Councillor Report –

5.1 (5.5) Cllr Thurgood confirmed the pothole had now been fixed.

5.2 (5.6) Cllr Thurgood reported that the claim with Scottish Power is not yet settled.

5.3 (8.1) Cllr Thurgood confirmed the Clerk has reported the new structure at Beebrook Farm to the Enforcement Team at CCC.

5.4 (8.3) Cllr Thurgood reported that the P3 Team met on Monday to introduce the newbies to the group. Work will commence on the 13th April 2026.

6. Planning –

6.1 26/01668/FUL – 64 School Road, Downham – Demolition of existing dwelling and outbuildings and replace with new dwelling and ancillary outbuilding – No Comment.

6.2 24/00549/S73/1 – Ambleside, Park Lane, Ramsden Heath – Variation of Condition 2 of the approved planning application 24/00549/FUL (Proposed new dwelling). Reduce size and minor modifications to dwelling – No Comment.

6.3 26/00151/FUL – 110 Downham Road, Downham – Infill front extension, alterations to roof, fenestration and external materials – No information could be downloaded, the Clerk reported it appears this application may have been withdrawn.

6.4 To discuss any planning applications received between the date of this notice and the 9th April 2026 – None.

7. Finance –

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

RATIFICATION		
Enhanced Security	S/Pav Alarm Repair	£ 145.20
A Moule	Maintenance	£
P James	Maintenance	£
Starboard Systems	End of Year Check	£ 94.80

M Linwood	Admin Assistance	£	
AAC Essex Ltd	S/Pav Cleaning	£	225.60
BFS Ltd	Fuel	£	287.54
J Moule	Salary	£	
HMRC	Tax & NI	£	
Essex Pension Fund	Pension	£	
R Thomason	Salary	£	
HMRC	Tax	£	
DIRECT DEBITS			
EON	S/Pav Electricity	£	154.54
EE	Mobile	£	19.00
ICO	Data Protection Fee	£	47.00
BARCLAYCARD			
Adobe	Monthly Subs	£	16.64
Fast Keys	S/Pav Padlock	£	57.28
Amazon	Paint	£	23.00
Amazon	Paint Brushes	£	4.55
Scottish Power	Monthly Charge	£	33.60
Zoom	Subscription Renewal	£	129.90
Meon	Spray Can Paint	£	116.50
Cartridge People	Cartridges	£	185.76
CHEQUES			
105419	Petty Cash	£	105.84

7.2 Authority to issue online payments and cheques – Proposed by Cllr Thurgood, Seconded Cllr Graves			
CCC	S/Pav Bin Collection	£	282.36
Sue Lees Consultancy	WordPress Hosting Fee	£	140.00
Sue Lees Consultancy	Maintenance Fee	£	40.00

7.3 31st March 2026 Month End Accounts – There were no concerns.

7.4 To ratify and agree the adoption of Standing Orders, Financial Regulations, IT Policy and the Publication Scheme – Proposed by Cllr Huntington, Seconded Cllr Graves, all in favour.

7.5 Discuss and agree whether to purchase a shredder, to help cut down on bonfires – After lengthy discussion, members agreed to hire a shredder for one day to see whether the Grounds Staff thought this would be beneficial to their duties.

7.6 Discuss and agree to purchase two new dog bins and agree to pay the additional annual fee to CCC for the cost of emptying these – Proposed by Cllr Graves, Seconded Cllr Walker.

7.7 Discuss and agree a donation request from Downham Village Hall towards their summer fete – Cllr Whitehead proposed a donation of £300 be made, Seconded Cllr Huntington.

8. Cllr Thurgood to update members on the Love Your Bus Grant Fund Scheme and agree for Cllr Whitehead to sign the agreement form – Cllr Thurgood reported that he had not yet received the agreement form for Cllr Whitehead to sign. Should the agreement document be received before the next meeting, members unanimously agreed that subject to consultation with Cllr Thurgood, Cllr Whitehead could sign the agreement documentation. A vote of thanks was given to Cllr Thurgood for his efforts in this matter.

9. Matters for Information –

9.1 Cllr Walker reported that the Mayoress will be opening Downham School's new playground on Monday 13th April at 9am. All are welcome to attend.

9.2 Cllr Walker reported there had been a fly-tip on the entrance to Ramsden Hall School.

9.3 Cllr Walker reported that the CCTV camera in Crowsheath Lane had been manoeuvred, as not to pick up the illegal fly-tipping.

9.4 Cllr Thurgood confirmed all three potholes in Heath Road had now been repaired.

9.5 Cllr Thurgood reported the VAS in School Road had been re-instated.

9.6 Cllr Thurgood reported the damaged chevron on Blue House Corner has been replaced.

9.7 Cllr Thurgood reported that the broken VAS in Sudbury Road is still outstanding.

9.8 Cllr Thurgood reported that he met with a representative of E&S Water to discuss a recent repair, which damaged the grass verge of Downham Church.

9.9 Cllr Whitehead reported that Cllr Dobson is dealing with the pothole in Stock. This is sited opposite the Harvard.

9.10 The Clerk reported that the closing date for the Parish Councillor vacancies is the 30th April 2026.

9.11 The Clerk reported she was extremely disappointed with the lack of communication from ECC regarding the reimbursement of the P3 Claim.

9.12 Cllr Whitehead updated members on the agreed Local Government Re-Organisation decision.

9.13 Cllr Whitehead congratulated the Clerk and her Assistant for compiling the latest Newsletter.

9.14 The Clerk reported she had been contacted by a resident regarding a lady who is conducting dog training at the Sports Field. As she is charging for this service, the Clerk will try and make contact and invoice her.

10. Date of Next Meeting - Thursday 14th May 2026 commencing 7.45pm. The AGM will also follow the council meeting.

11. Resolution for the exclusion of the public RESOLVED that under Section 100A94) 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.....