

WOODHAM FERRERS & BICKNACRE PARISH COUNCIL

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AGENDA

ORDINARY PARISH COUNCIL MEETING

4th November 2025

THE PITMAN ROOM, BICKNACRE MEMORIAL VILLAGE HALL

7.30pm

Councillors: You are hereby summoned to attend the Parish Council Meeting to be held at The Pitman Room, Bicknacre Memorial Village Hall on the 4th November 2025 at 7.30pm for the purpose of transacting the business itemised below.

Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Lucy White - Clerk to the Council.

30th October 2025.

Before the meeting starts, the Chairman will ask if anyone intends to record or broadcast any part of the meeting. This is to ensure that individuals who do not wish to be recorded or identified can make the necessary arrangements.

Preliminary Note: In the absence of the Chairman and with no Vice-Chairman appointed, Members will elect a Councillor to preside over the meeting in accordance with s.15(5) of the Local Government Act 1972.

158/25 - Apologies for Absence

A vote to be taken to approve any absences.

159/25 - Declaration of Interests

Members are reminded of their responsibility under the Localism Act 2011 to declare any Disclosable Pecuniary Interests (DPIs), or other registrable or non-registrable interests, in relation to any item of business on this agenda. Declarations must be made at this point in the meeting or when the interest becomes apparent during consideration of the item.

Where a DPI has not been previously disclosed, the Member must notify the Monitoring Officer in writing within 28 days of the meeting.

160/25 - Admission of the Public

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting.

161/25 - Public Forum

The Chairman to allow maximum of 15 Minutes for the Public to address the Council (extended on approval of the Chairman).

162/25 - Appointment of Vice-Chairman

To appoint a Vice-Chairman of the Parish Council for the remainder of the municipal year.

163/25 - Approval of Minutes

The minutes of the ordinary meeting held on the 7th October 2025 be approved.

164/25 - Report from Chelmsford City Council

Cllr Taylor / Cllr Dobson to report.

164/25 - Report from Essex County Council

Cllr Dobson to report.

165/25 - Planning

Members to consider the following applications and agree comments:

Retrospective Application for change of use of agricultural land to storage (Use Class B8)
Land South Of Town Farm Main Road Woodham Ferrers Chelmsford
Ref. No: 25/01338/FUL

New parking space in rear garden with new timber gates and adjustments to existing brick boundary wall
25 Lyndhurst Drive Bicknacre Chelmsford Essex CM3 4XL
Ref. No: 25/01377/FUL

Proposed single storey front and rear extension. Garage conversion and internal alterations.
53 White Elm Road Bicknacre Chelmsford Essex CM3 4LR
Ref. No: 25/01365/FUL

T1 Oak - Cut back to previous pruning points to a maximum of 0.5m, and clean out dead wood
Reason: To encourage new growth and provide sufficient clearance to properties. General maintenance.
2 Thrift Wood Bicknacre Chelmsford Essex CM3 4HT
Ref. No: 25/05242/TPO

Application No: 25/00926/SOR (Maldon District Council)
Proposal: Request for Environmental Impact Assessment Scoping Opinion
for residential development for up to 1,770 dwellings – Maldon District Council
Location: Land South West Of Hogwell Farm Hogwell Chase Stow Maries

Members to consider a request from a developer to meet informally with the Parish Council regarding land promotion within the parish.

166/25 - Chelmsford Local Plan – Emerging Focused Consultation (Regulation 19):

To consider the forthcoming consultation on the Chelmsford Local Plan Focused Consultation – Additional Sites (Regulation 19) and agree any preparatory comments or actions prior to its expected start on 20th November 2025.

167/25 - Finance

Members to note / agree the current schedule of Receipts and Payments.

(This document is available to view on the Parish Council's website at www.woodhamferrersandbicknacre-pc.gov.uk (see agenda section). A printed copy can be requested by contacting the Clerk).

The Bank Reconciliations to be agreed and signed by a Member who is neither the Chairman nor a signatory.

Members to review fees.

To receive the External Auditor's Report and Certificate from PKF Littlejohn for the year ended 31 March 2025 and to note the indefinite publication of the Notice of Conclusion of Audit and certified Annual Governance and Accountability Return (Sections 1, 2 & 3) in accordance with the Accounts and Audit Regulations 2015.

168/25 Bicknacre Village Hall / Priory School Carpark

The Clerk to report.

169/25 – Affordable Housing

Members to agree correspondence and site report.

170/25 - Woodham Ferrers Village Hall

The Clerk to report.

171/25 - Friends of Priory Fields

Cllr Blackshaw to report.

172/25 - Christmas 2025

Members to discuss arrangements for Christmas celebrations and Christmas lights.

173/25 – IT Security & Communications

Members are requested to confirm, by signing the relevant documentation, that they agree to and will adhere to the following requirements:

- Use only their assigned .gov.uk email addresses for all Council-related correspondence;
- Refrain from using devices operating on Windows 10 or earlier versions for Council business;
- Receive official communications electronically via email and WhatsApp;
- Have read, understood, and will comply with the Council's IT and Communications Policy.

174/25 - Councillors Invited to Share Any Other Business – NO RESOLUTIONS

Members invited to share any other business.

Confidential item:

175/25 – Priory Fields

To consider the legal advice received regarding the future governance and management structure for the ongoing care and maintenance of Priory Fields.