

WOODHAM FERRERS & BICKNACRE PARISH COUNCIL

White Elm Garden Centre, White Elm Road, Bicknacre, Chelmsford, CM3 4LR

Tel: 07931 558125

Email: clerk@woodhamferrersandbicknacre.gov.uk

Website: www.woodhamferrersandbicknacre-pc.gov.uk



MINUTES of the Ordinary Parish Council Meeting held on the 7th October 2025 at 7.30pm

Meeting convened in The Pitman Room, Bicknacre Memorial Village Hall, Bicknacre

Present:

Cllr P Walton (Chairman)

Cllr D Peachey

Cllr G Blackshaw (arrived 7.44pm)

Miss L White (Clerk)

Cllr A Pumfrett

Cllr R Poulter

Cllr R Webster

Prior to the start of the meeting the Chairman asked if anyone intended to record or broadcast any part of the meeting. This was to ensure individuals who did not wish to be recorded or identified could make the necessary arrangements.

141/25 - Apologies

It was resolved to accept apologies for absence from Cllr Mair .and Cllr Sharman.

142/25 - Declaration of Interests

Members were reminded to declare any known interests in agenda items now or when they arise. They must notify the Monitoring Officer within 28 days if this is a new interest. No interests were declared

143/25 - Admission of the Public

It was resolved that agenda item 157/25 be debated in closed session.

144/25 - Public Forum

Seven members of the public were present and addressed the Council regarding planning application 25/01158/OUT, an outline proposal for up to 250 dwellings.

One other member of public addressed the Council regarding the defibrillators.

145/25 - Approval of Minutes

It was resolved to accept the minutes of the Co-Option Meeting held on the 1st July 2025 and the ordinary meeting held on the 2nd September 2025 as a true and accurate record of proceedings and they were signed by the Chairman.

146/25 - Report from Chelmsford City Council

Neither Cllr Taylor nor Cllr Dobson were able to attend.

147/25 - Report from Essex County Council

Cllr Dobson was unable to attend.

148/25 - Planning

The following applications were considered and comments agreed:

Proposed stand-alone solar panels at rear of property.

Rosewarne House Lodge Road Bicknacre Chelmsford Essex CM3 4HG

Ref. No: 25/01077/FUL

COMMENT: NO OBJECTION

G1 x1 Oak (Marked 1 on map) - Reduce garden overhang back to previous cut points at 2-3m from pollard points and reduce 3m from extended lateral branches (south and east). Remove deadwood. Reason: To balance and create a rounded, more even form kept away from the property. G1 x1 Oak (Marked 2 on map) - Reduce garden overhang back to previous cut points at 2-3m from pollard points and reduce extended laterals by 2m. Remove deadwood Reason: To even form and prevent limb failure in high wind. G1 x1 Oak (Marked 3 on Map) - Crown raise minor lateral branches overhanging garden to 4m height. Reduce garden overhang back to previous cut points at 2-3m from pollard points and reduce 2 - 2.5m from the extended laterals. Reason: To balance and create a rounded, more even form.

2 Augustine Way Bicknacre Chelmsford CM3 4ET

Ref. No: 25/05187/TPO

COMMENT: NO OBJECTION

Regarding planning application 25/01158/OUT – an outline application for 250 homes west of Barbrook Way, Members agreed a second submission.

149/25 - Finance

Members approved / noted the receipts and payments to date which can be accessed on the Parish Council's website.

The budget was discussed and with amendments, was approved, but Members were aware it may be re-visited under agenda item 157/25.

The bank reconciliation was agreed and signed by Cllr Peachey.

150/25 - Policies & Procedures

The following policies were approved:

- Disciplinary Policy.
- Sickness & Absence Policy.
- Information and Electronic Communications Policy (with amendments recommended by Cllr Poulter).

Approval of the Employee Handbook and Personnel Committee Terms of Reference was deferred.

151/25 - Bicknacre Village Hall / Priory School Carpark

The Clerk reported that Lambert Smith Hampton (LSH), acting as agents for Essex County Council, had advised the following:

"If the Parish Council wishes to make a without-prejudice payment to the school as a contribution towards the repair, [they, LSH] would leave it between [the Parish Council, the school and the village hall] to arrange. However, [they advised] that it is documented officially (to protect all parties concerned)."

It was therefore agreed that, in line with the resolution recorded in the April 2025 minutes, the Parish Council would earmark £2,000.00 as a contribution towards the cost of repairs to the car park.

Cllr Blackshaw agreed to meet with one of the school governors present (who the Chairman had permitted to speak during this agenda item) to agree a scope of works and to obtain three quotations for the car park repairs.

152/25 - Woodham Ferrers Village Hall

The Clerk reported that although the RCCE had been appointed to progress the work required for the Parish Council to become the sole managing trustee, it appeared that the matter had still not been completed correctly by the solicitor previously appointed. The Clerk advised that she had already chased the solicitor on several occasions to seek clarification and progress, but the lack of action to date was causing increasing frustration for the Woodham Ferrers Village Hall Committee. The Clerk will continue to pursue the matter and report back to Council.

During the agenda item, Cllr Peachey enquired whether a 'village agent' was still available to assist residents with completing forms and accessing support. The Clerk advised that a report outlining the role of a village agent, and inviting anyone interested in volunteering for the role, would be included in the next newsletter.

153/25 - The Friends of Priory Fields

It was resolved that, in addition to the £2,000 already pledged towards repairs to the bridge, the Parish Council would underwrite a further £9,000 to support the necessary works. The Parish Clerk will continue to identify and pursue suitable grant opportunities for the Friends of Priory Fields to apply for.

154/25 - Christmas

It was agreed that the Clerk would liaise with the school regarding arrangements for the traditional Christmas Carol Sing-along. **It was resolved** that £500 be allocated for the installation and removal of Christmas lights throughout the parish.

155/25 - Insurance and Asset Register

It was agreed that the appropriate level of insurance cover was in place and that the Asset Register was accurate.

156/25 - Members Invited to Share Any Other Business

Cllr Webster reported a car accident near The Swan, highlighting dangers to motorists that could be exacerbated once the new retail outlet is built.

Another Cllr queried whether a local shop could be permitted to advertise its business by way of a temporary advertising hoarding on the village green. The Clerk will investigate the matter.

Confidential Item:

157/25 – Staffing Matters – Clerk's hours and Salary Review

The Clerk left the room during consideration of this item. Cllr Walton reported that:

It was resolved to increase the Clerk's hours as requested conducted a salary review, amending the budget as appropriate.

There being no further business, the Chairman closed the meeting at 21:30.

Date of next meeting – 4th November 2025

Signed and dated by the Chairman: _____