

WOODHAM FERRERS & BICKNACRE PARISH COUNCIL

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

Tel: 07931 558125

Email: clerk@woodhamferrersandbicknacre-pc.gov.uk

Website: www.woodhamferrersandbicknacre-pc.gov.uk



**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

AGENDA

ORDINARY PARISH COUNCIL MEETING

7th July 2026

THE PITMAN ROOM, BICKNACRE MEMORIAL VILLAGE HALL

7.30pm

Councillors: You are hereby summoned to attend an Ordinary Parish Council Meeting of Woodham Ferrers & Bicknacre Parish Council to be held at the above venue on Tuesday 7th July 2026 at 7.30pm, for the purpose of transacting the business set out in the agenda below.

Members of the Public: Members of the public and press are welcome to attend. In accordance with the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded from the meeting during consideration of any items of a confidential nature.

There will be an opportunity for members of the public to speak during the Public Forum.

Lucy White - Clerk to the Council.

2nd July 2026.

Prior to the commencement of the meeting, the Chairman will enquire whether any person present intends to record or broadcast any part of the proceedings. This is to ensure that all attendees are aware that recording may take place and to allow any person who does not wish to be recorded to make appropriate arrangements.

The Council acknowledges the rights of members of the public and press to record, film, photograph or broadcast public meetings, provided that this does not disrupt the conduct of the meeting.

118/26 - Apologies for Absence

To receive and approve apologies for absence.

119/26 - Declaration of Interests

To receive any Disclosable Pecuniary Interests or other interests.

120/26 - Exclusion of the Press & Public

To resolve, in accordance with the Public Bodies (Admission to Meetings) Act 1960, whether to exclude members of the public from any part of the meeting.

121/26 - Approval of Minutes

To approve the minutes of the meeting held on 2nd June 2026.

122/26 - Public Forum

The Chairman to allow a maximum of 15 minutes for members of the public to address the Council (this may be extended at the discretion of the Chairman).

123/26 - Report from Chelmsford City Council

Cllr Taylor / Cllr Dobson to report.

124/26 - Report from Essex County Council

Cllr Benn to report.

125/26 - Parish Council Newsletter

Members to consider outsourcing design and production of the Parish Council Newsletter and if deemed appropriate agree associated costs.

126/26 - Planning

Single storey front extension, enlargement of 3x front dormers and enlargement of central rear dormer. Conversion of garage to habitable room. External alterations including alterations to fenestration.

The Retreat Main Road Bicknacre Chelmsford Essex CM3 4HA

Ref. No: 26/00631/FUL

T2 Oak (Marked 1 on site plan) - Crown thin by 20%. Reason: To allow more light in the garden.

St George Moor Hall Lane Bicknacre Chelmsford Essex CM3 4ER

Ref. No: 26/05121/TPO

T2 - Ash - remove only dead branches T3 - Ash - remove dead branches and also reduce branches by no more than 2.5m. Reason - overhanging Priory Road and touching the overhead cables. T4 - Ash - remove dead branches and also reduce branches by no more than 2.5m.

Reason - overhanging Priory Road and touching the overhead cables. T5 - Ash - remove only dead branches T6 - Ash - remove only dead branches

1 Priory Road Bicknacre Chelmsford Essex CM3 4EY

Ref. No: 26/05137/TPO

Erection of 1no. self-build dwelling

Land South East Of Wood Edge Main Road Bicknacre Chelmsford Essex

Ref. No: 26/00734/FUL

To receive an update following the informal meeting with Gladman Developments Ltd and consider whether any further action is required at this stage.

127/26 - Ormands Crescent

To receive an update from the Clerk regarding ongoing parking issues, including parking on grassed areas, at Ormands Crescent and to consider any further action.

128/26 - EV Charging Points

To receive an update from the Clerk on the progress of the insurance claim following the criminal damage to the EV charging points.

129/26 - Finance

Members to note the following payments

28-May-26	Bicknacre Memorial Village Hall	Hall Hire	£138.00
28-May-26	Priory Primary Sch	Hall Hire	£112.50
28-May-26	White Elm Garden Centre	Office Rent	£620.00
28-May-26	Ahead 4	Information Technology	£26.90

28-May-26	JCM Services	Groundswork	£4,151.70
28-May-26	J Gard & Sons Ltd	Maintenance	£59.26
28-May-26	Mulberry LAS Limit	Internal Audit	£167.82
28-May-26	CouncilWise	Training	£259.20
28-May-26	EALC	Training	£120.00
28-May-26	Local Toilet Hire	Festival of Priory Fields	£288.00
31-May-26	Unity	Bank Charge	£9.85
02-Jun-26	Essex Wildlife Trust	Subscription	£40.00
03-Jun-26	Land Registry	Search Fee	£11.00
04-Jun-26	Four Seasons Garde	Gardening	£691.00
04-Jun-26	C'ford City Council	The Hooe - lease	£10.00
12-Jun-26	Information Commissioners Office	ICO Fee	£47.00
16-Jun-26	Lloyds Bank	Debir Card Payment	£88.70
19-Jun-26	Top To Toe	Maintenance	£157.00
19-Jun-26	Staff	Salaries	£2,571.66
23-Jun-26	O2 Telephone	£7.50	
30-Jun-26	Unity	Bank Charge	£10.90
01-Jul-26	Rospa Playsafety	Play Areas Inspection	£480.00
01-Jul-26	S-Type Security	Security	£432.00
01-Jul-26	Ahead 4	Information Technology	£10.79
01-Jul-26	Bicknacre Memorial Village Hall	Hall Hire	£10.50
01-Jul-26	S-Type Security	Security	£384.00
01-Jul-26	Applied Image	Festival of Priory Fields	£42.00
01-Jul-26	Mayor Cuttle	Payroll Fee	£204.00
01-Jul-26	Jaytrade	Cleaning materials - Lodge Rd	£107.75
01-Jul-26	Bicknacre Memorial Village Hall	Hall Hire	£40.50
01-Jul-26	Ahead 4	Information Technology	£26.90

130/26 - Priory School / Bicknacre Memorial Village Hall Car Park

To receive an update from the Clerk regarding proposed repairs to the Parish Council car park and to consider any further action.

131/26 - CCTV – Priory Fields Car Park

Members to consider options to upgrade / replace CCTV at Priory Fields Car Park.

132/26 - Festival of Priory Fields

To receive a report on the Festival of Priory Fields, including an overview of the event's successes and opportunities for future festivals.

133/26 - Woodham Ferrers Village Hall

To receive a report from the Clerk regarding governance arrangements of Woodham Ferrers Village Hall.

134/26 – Policies & Procedures

The following policies to be adopted:

- a) Artificial Intelligence (AI) Strategy
- b) Artificial Intelligence (AI) Policy

135/26 - Councillors Invited to Share Any Other Business – NO RESOLUTIONS

Members are invited to share any other business. No decisions may be taken under this item.

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential and commercially sensitive nature of the business to be transacted:

136/26 - Proposed Lease – Danbury & Bicknacre Juniors

To consider the proposed lease, receive a verbal update following the informal meeting with representatives of Danbury & Bicknacre Juniors, and agree the way forward.

137/26 - Future Governance Arrangements for the Friends of Priory Fields

To receive an update from Cllr Watling