WOODHAM FERRERS & BICKNACRE PARISH COUNCIL

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Civility & Respect
IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

AGENDA

ORDINARY PARISH COUNCIL MEETING
3rd November 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 3rd November 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.
29th October 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.

188/26 - Apologies for Absence
To receive and approve apologies for absence.

189/26 - Declaration of Interests
To receive any Disclosable Pecuniary Interests or other interests.

190/26 - 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.

191/26 - Approval of Minutes
To approve the minutes of the meeting held on the 6th October 2026.

192/26 - 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).

193/26 - Report from Chelmsford City Council
Cllr Taylor / Cllr Dobson to report.

194/26 - Report from Essex County Council
Cllr Benn to report.

195/26 - Planning
Members to consider the following applications and agree comments to be submitted to Chelmsford City Council.

Outline application for the development of 10 semi-detached dwellings. Access and layout being sought, all other matters reserved.
Planning Application
Land At Lodge Road Bicknacre Chelmsford Essex
Ref. No: 26/01279/OUT

Proposed single storey front extension and roof replacement with conversion of garage into habitable space. Proposal also to extend dropped kerb at front of property
1 New England Close Bicknacre Chelmsford CM3 4XA
Ref. No: 26/01352/FUL

T41 Oak - Reduction of 2.4m to previous pruning points. Reason: To give more light into the garden and neighbours garden. Tree is almost touching the house to the rear.
38 The Grove Bicknacre Chelmsford Essex CM3 4XB
Ref. No: 26/05227/TPO

196/26 - EV Charging Points
To receive an update from Cllr Watling on progress with the repairs to the EV charging points following settlement of the insurance claim.

197/26 - Dog First Aid Cabinet
To consider an offer from a local business to provide a sponsored dog first aid cabinet for installation at a suitable location.

198/26 - Finance
a) Receipts and Payments
   To receive and note/approve the schedules of receipts and payments since the previous meeting.
b) Review of Fees
   To review and agree the Council's fees and charges for the 2027/28 financial year, in preparation for budget setting.
c) Internal Auditor
   To note the engagement of Mulberry Local Authority Services Ltd for the period 2026/27–2028/29 and to confirm that the appointed internal auditor meets the requirements for independence and competence set out in the SAPPP Practitioner's Guide.

199/26 - Data Audit and Information Asset Register
To consider arrangements for undertaking a data audit and preparing an Information Asset Register in advance of the interim internal audit, and to agree any necessary action.

200/26 - Risk Management – Bi-Annual Review 2026/27
To review and approve the Council's Risk Register for 2026/27, including the risks and control measures relating to financial management, governance, assets, open spaces, play areas, staffing, data and IT, and other Council activities.

201/26 - Future Governance Arrangements for the Friends of Priory Fields
To consider the next steps towards the formation of a Charitable Incorporated Organisation (CIO), including consideration of the ACRE model governing document, and to agree any further action.

202/26 - Councillors Invited to Share Any Other Business
Members are invited to raise matters for information or for consideration for inclusion on a future agenda. No decisions will 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:

203/26 - Proposed Lease – Danbury & Bicknacre Juniors
To receive any update on the proposed lease, changing room proposals and potential funding, and to agree any further action.

204/26 - Priory School / Bicknacre Memorial Village Hall Car Park
To receive an update from the Clerk regarding proposed repairs to the car park.

205/26 – Staffing Matters
Staffing matters to be discussed and the following employment policies to be reviewed and if appropriate re-adopted.

a) Personnel Committee Terms of Reference
b) Grievance Procedure
c) Disciplinary Procedure
d) Equality & Diversity Policy
e) Training & Development Policy