



RETTENDON PARISH COUNCIL

Minutes of the meeting of Rettendon Parish Council held on Tuesday, 27th May 2025 at Rettendon Memorial Hall, Main Road, Rettendon

Present: Cllr Joe Parsad, Chair
Cllr Hazel Dale-Evans, Vice Chair
Cllr Diane Francombe
Cllr Roy Hart
Cllr Keith Marshall
Cllr Catherine Nixon
Cllr Dave Phillips
Cllr Barbara Wright
Cllr John Williams

Mrs Emma Terris, Parish Clerk and Responsible Financial Officer

There were six members of the public present

01-25/26 To elect a Chair of the Council and to sign the Acceptance of Office
Cllr Marshall nominated Cllr Parsad to be elected Chair for the year. This was seconded by Cllr Dale-Evans and **agreed** by the majority of Councillors. Councillor Phillips abstained.

Cllr Parsad signed the acceptance of office form.

02-25/26 To elect a Vice Chair
Cllr Parsad nominated Cllr Dale-Evans. This was seconded by Cllr Marshall and **agreed** by all Councillors.

03-25/26 Apologies for Absence
Received from District Councillor Sue Dobson. There were no other apologies for absence.

02-25/26 Declarations of Interest on Items on the Agenda

- a) **To receive declarations of interest from councillors on items on the agenda**
Cllrs Phillips and Hart declared a non-pecuniary interest in agenda items 11-25/26 and 21-25/26.

Cllrs Wright, Francombe and Dale-Evans declared a non-pecuniary interest in agenda item 15-25/26

There were no other declarations of interests received.

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

There were no written requests for dispensations for disclosable pecuniary interests.

c) To grant any requests for dispensation as appropriate

There were no dispensations granted.

05-25/26

Public Forum

- A resident reported that the pathway between Rettendon Primary School and the estate is overgrown and the tree is blocking the streetlight. The Clerk was asked to report this to Highways.
- A resident reported that at the last meeting a Councillor advised that £7,000 had been donated to the charities associated with the Bell Fields. The Chair advised that this will be investigated and the amount paid will be confirmed at the next meeting.

06-25/26

To approve the Minutes of the meeting held on 29th April 2025

The minutes of the meeting held on 29th April 2025 were **agreed** by all Councillors and signed by the Chair.

07-25/26

To receive the Essex County Councillor and Chelmsford City Council Ward Councillors' reports.

The Essex County Councillor and Chelmsford City Council Ward Councillors were not in attendance.

08-25/26

To receive a report from the Clerk and Responsible Financial Officer

The report from the Clerk and Responsible Financial Officer was received

09-25/26

To receive a report from Councillors on Council activities since the last meeting

Councillors conducted the following activities since the last meeting:

Cllr Francombe

- No activity undertaken since the last meeting.

Cllr Dale-Evans

- Reported a water leak opposite Whitehouse Farm (the living memorial). Cllr Dale-Evans reported that the leak is still running in the service loop of Hall Cottages and out onto the A1245.

Cllr Wright

- No activity undertaken since the last meeting.

Cllr Hart

- Carried out an inspection to Public Footpath 41 which needs attention. Cllr Hart to share the location with the Parish Clerk who will write to Highways to report the issue.

- Advised that there have been complaints made in regard to residents being unable to park outside their properties in Hawk Lane.

Cllr Marshall

- Replaced the sign at the Bell Fields and has cut the grass.

Cllr Phillips

- Ongoing work regarding the proposed bus service from Hayes Park to Chelmsford via Rettendon is continuing.

Cllr Parsad

- The Chair reported that he has been speaking with parishioners who are having difficulty with planning applications being agreed which has involved the Chair discussing the issues with Cllr Dobson and the planning department at Chelmsford City Council.

Cllr Williams

- No activities undertaken since the last meeting.

Cllr Nixon

- Cleaned the bus shelters and reported the overflowing dog waste bins which have been emptied.

10-25/26

To receive reports from the following:

a) Village Hall Committee Representative

Cllr Francombe reported that Hall bookings are continuing to be taken. An afternoon tea was held on Saturday, 10th May to mark the 80th Anniversary of VE Day which went well. The monthly Bingo evenings have been successful and will continue to be held on the last Friday of each month. A quiz night will be held on Friday, 6th June 2025.

b) Bus Shelter Working Group

Cllr Dale-Evans advised that she continues to monitor the bus shelters. Councillors were advised that work has started on the refurbishment of the bus shelter by the Village Hall carpark.

c) S-Type Security Working Group

The Chair reported that he continues to receive reports from S-Type Security.

d) Defibrillators

Cllr Wright added that she continues to undertake regular checks on all Parish Council defibrillators. Cllr Wright added that first responders were called out to an incident on Hayes Park who didn't use the unit however reported that the box had been damaged but is still usable.

11-25/26

The Bell Fields

To receive and review quotes and agree on the company to be appointed to carry out disposal of the fly-tipped waste on The Bell Fields

Cllr Marshall advised that he has received two quotes and that he is awaiting the third quote and this item was deferred to the next meeting.

The Chair advised that he has seen a social media post posted by The Friends of Rettendon Bell Fields advising that the Trustees have received £9,000 in compensation from the Insurance Ombudsman in respect of clearing the fly-tipped material. Cllr Phillips advised that following the insurance company rejecting the claim the Trustees referred the matter to the Insurance Ombudsman who awarded £10,000 with £9,000 expected to be repaid by the insurance company. The Chair advised that the compensation would reduce the amount required to be paid by the Parish Council and would be a joint venture between the trustees and the Council. Cllr Phillips added that he will share further details with the Parish Council once known.

12-25/26 Sonters Down

The Chair reported that Chelmsford City Council are in the process of ordering the equipment and work is due to start after the half-term holiday.

13-25/26 Finance Matters

a) To agree to authorise invoices for payment, receive copy Bank statements and details of expenditure to date.

The following payments were noted and approved. Cllrs Wright, Dale-Evans and Francombe abstained on voting in regard to the hall hire invoice.

Payee	Details	Amount
E Terris	Salary	£ 522.86
E Terris	Expenses	£ 26.75
Unity Trust	Bank Charges	£ 6.00
S-Type Security	Security Patrol	£ 546.00
HMRC	PAYE (May)	£ 166.07
SSE Electricity	Streetlight Electricity	£ 271.04
ROSPA	Bell Fields Inspection	£ 100.80
Chelmsford City Council	Bell Fields Inspection	£1974.00
Anglian Water	Water Playing Fields	£ 45.27
Rettendon Village Hall	Hall Hire	£ 500.00

b) To receive the Budget to Expenditure/Income Report/Bank Reconciliation

The budget to Expenditure/Income Report and bank reconciliation reports were received and accepted.

c) To agree to continue the use of variable direct debit payments for utility bills

Councillors **agreed** to continue with the use of variable direct debit payments for utility bills.

14-25/26 To review the terms of reference for existing Committees

There were no changes to be made to the terms of reference for the Staffing Committee.

15-25/26 To appoint Members to existing Committees and Working Parties

Staffing Committee

Cllrs Marshal, Williams, Dale Evans and Parsad **agreed** to continue on this Committee.

Village Hall Committee Representatives

Cllr Francombe **agreed** to continue to act as representative.

Bus Shelter Working Group

Cllrs Dale-Evans, Hart and Nixon **agreed** to be part of the Working Group.

S-Type Security Working Group

Cllr Parsad **agreed** to continue.

16-25/26

To review and adopt

Standing Orders

The amended policy based on NALC recommendations was **agreed**.

Financial Regulations

The amended policy based on NALC recommendations was **agreed**.

The following policies were **accepted** in the current form with no updates required.

- Risk Assessment
- Code of Conduct
- Procedure for handling requests made under the Freedom of Information Act 200 and Data Protection Legislation
- Complaints Procedure
- Media Policy

17-25/26

To review the Parish Council's Inventory of Land and Assets including Buildings and Equipment

There were no changes to be made the Parish Council's Inventory of Land and Assets including Buildings and Equipment.

18-25/26

To confirm the Parish Council's arrangements for Insurance cover in respect of all insurable risks

There were no changes to be made to the Insurance cover that is in place. It was noted that the Zip Wire, when installed at Sonters Down, will need to be added.

19-25/26

Confirmation of Annual Subscriptions

The annual subscriptions listed below were **confirmed**:

- EALC/NALC
- RCCE

20-25/26

To discuss and agree the joining fee of CALC (Chelmsford Association of Local Councils) and agree who would like to attend the meeting on 18th June 2025 hosted by Great Baddow Parish Council

It was **agreed** for the Council to join CALC at a cost of between £30.00 - £40.00 per municipal year.

Cllrs Parsad, Dale-Evans, Francombe, Hart, Nixon, Marshall and Wright **agreed** to attend the meeting on 18th June 2025.

21-25/26 To discuss and agree to advertise for applicants to stand as Trustees of The Bell Fields

It was **agreed** to advertise for applicants to stand as Trustees of The Bell Fields. The Clerk was asked to produce an application form. Notices for the vacancies will be posted on the Council's social media sites and noticeboards.

22-25/26 To agree the time and place of ordinary meetings of the Full Council up to and including the next Annual Meeting of the Full Council

The following dates were **agreed**:

24th June 2025, 29th July 2025, 30th September 2025, 28th October 2025, 25th November 2025, 16th December 2025, 27th January 2026, 24th February 2026, 31st March 2026, 28th April 2026, 26th May 2026 (Annual Meeting of the Council)

The date of the Annual Parish Meeting was **agreed** to be held on **12th May 2026**

It was noted that all meetings will be held at Rettendon Memorial Hall, Main Road, Rettendon and will start at 7.30 pm.

23-25/26 To respond to the planning applications listed in Appendix 1 to this agenda (all applications are available to view at www.chelmsford.gov.uk)

Reference: 25/00157/OUT
Address: The Lodge Country Inn, Hayes Chase, Battlesbridge, Wickford
Description of Works: Outline for the erection of 22 chalets for overnight Accommodation for guests of The Lodge Hotel. Access, Appearance and Layout being sought, all Matters Landscaping and scale) reserved.
Comment: **Councillors did not have any objections but asked planners To give consideration that this is on Green Belt land.**

Reference 25/00522/FUL
Address: Mill Hill Farm, Chalk Street, Rettendon, Chelmsford
Description of Works: The erection of a stable block and ménage

Comment: **Councillors had no objections to this application.**

24-25/26 Date of the next Parish Council Meeting

Tuesday, 24th June 2025 7.30 pm at Rettendon Memorial Hall, Main Road, Rettendon

The meeting closed at 9.15 pm

To consider any matters of a confidential nature (SO: 23:1, the public and press shall be admitted to all meetings of the council or of the committee, which may, however, be temporarily exclude the public, press or both by means of the following resolution, viz: 'That in the view of the special nature of the business about to be transacted, it is the opinion of this Council advisable in the public interest that the public (and press) be temporarily excluded and they were instructed to withdraw'.

The Chair proposed to exclude the public and press from the meeting and asked members of the public to withdraw. This was agreed.

The Clerk and members of the public withdraw from the meeting.

23/25-26 Staffing Committee

Following a meeting of the Staffing Committee, Cllr Dale-Evans proposed that the Clerk's salary is increased by one point to Band 16 with immediate effect. This was seconded by Cllr Parsad and carried unanimously.