



RETTENDON PARISH COUNCIL

Minutes of the meeting of Rettendon Parish Council held on Tuesday, 24th February 2026 at 7.30 pm at Rettendon Memorial Hall, Main Road, Rettendon

Present: Cllr Joe Parsad, Chair
Cllr Paul Chandler
Cllr Hazel Dale-Evans, Vice Chair
Cllr Diane Francombe
Cllr Roy Hart
Cllr Keith Marshall
Cllr Catherine Nixon
Cllr Barbara Wright

Mrs Emma Terris, Parish Clerk and Responsible Financial Officer

Cllr Steve Davis

There were six members of the public present

152-25/26

Apologies for Absence

Apologies for absence were received and accepted from Cllr Phillips.

Apologies for absence were received from Cllr Clark, District Councillor.

153-25/26

Declarations of Interest on Items on the Agenda

a) To receive declarations of interest from councillors on items on the agenda

Cllr Parsad declared an interest in agenda item 161-25.26

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.

154-25/26

Public Forum (5 minutes per speaker)

A member of the public raised concerns regarding planning permission for land they own in Battlesbridge, stating that they were unable to obtain approval for establishing a small holding. The Chair requested the individual speak with them after the meeting to discuss the matter further.

155-25/26 To approve the Minutes of the meetings held on Tuesday, 16th December and Monday, 29th December 2025

The minutes of the meetings held on Monday, 26th January 2026 were **agreed** as a true record of the meeting.

156-25/26 To receive the Essex County Councillor and Chelmsford City Council Ward Councillors' reports.

Cllr Davis advised that work is continuing to improve the mobile telephone signal coverage in Rettendon. Contact has been made with network operators who are responsible for infrastructure installation and a further update will be provided at the next meeting.

Cllr Davis reported that Chelmsford City Council will be proposing a 2.97% increase in Band D Council Tax, which is 0.03% below the recommended threshold. It was noted that Government grants have significantly increased which has helped to support the Council's budget. Garden waste charges will be increasing from £60 to £62 representing an approximate 3% increase.

157-25/26 To receive a report from the Clerk and Responsible Financial Officer

The report from the Clerk and Responsible Financial Officer was received.

158-25/26 To receive a report from Councillors on Council activities since the last meeting

The following councillors advised that they have conducted the following activities since the last meeting:

Cllr Hart

- Advised that he has completed costings for the new pavilion to be installed at The Bell Fields and added that two additional quotes will be obtained before presenting the proposal to members for consideration. Cllr Hart advised that he has checked the litter bins around the parish and has ordered new nets and paint for the Football goals at The Bell Fields. Cllr Hart informed members that there are significant ruts in the ground which will be backfilled once weather conditions improve.

Cllr Marshall

- Advised that he has attended two days of Councillor training with Cllrs Chandler and Dixon. Cllr Marshall added that he has reported flooding at the bottom of South Hanningfield Road and advised that a hole identified near the small gate at The Bell Fields which has been backfilled.

Cllr Wright

- Advised that she is working on the installation of broadband at the Village Hall and was pleased to report that installation is scheduled for March. Cllr Wright added that the Cricket Club have requested grant assistance to undertake repairs to the patio and a grant application will be forthcoming. Cllr Wright advised that she has reported potholes and overgrown vegetation which is affecting the streetlighting illuminating properly between Rettendon Primary School and Meadow Road.

Cllr Dale-Evans

- Reported that volunteers have tidied the front garden at the Village Hall.

159-25/26

Finance Matters

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

The bank reconciliation for January 2026 was received and signed by the Chair.

The following payments for February 2026 were received and **agreed** for payment.

Payee	Details	Amount
Emma Terris	Salary/Expenses	£684.28
S-Type Security	Security Patrol	£546.00
SSE Electricity	Streetlight Electricity	£427.91
Rochford Parish Council	Clerk Training Reimbursement	£165.00
Rettendon Village Hall	Hall Hire	£400.00
Dunmow Training Limited t/a CouncilWise	Councillor Training	£648.00

- b) To receive the Budget to Expenditure/Income Report**

The budget to Expenditure/Income Report and Bank Reconciliation Reports were received and accepted.

- c) To note the reappointment of the Internal Auditor**

It was agreed to reappoint Anne Wood to undertake this year's internal audit.

160-25/26

Policy Approval

The following policies were approved for use:

- IT Policy
- Biodiversity Policy

161-25/26

Freedom of Information Request

The Clerk advised that the council received a Freedom of Information request which was related to the clearance of the fly-tipped waste at the Bell Fields. The Clerk added that a response was provided within the timeframe providing all information held and as the requester was dissatisfied with the response provided requested for an internal review of the Freedom of Information request to be undertaken.

It was noted that the request may be vexatious and due to the complexity of undertaking the review the appointment of an external person will be required. Cllr Francombe proposed that the Clerk obtains three quotes in order to determine whether undertaking an external review represents value for money for the Parish Council. This was seconded by Cllr Wright and carried. There was one abstention.

- 162-25/26 To receive an update from members of the Working Party in respect of the refurbishment/replacement of the pavilion on The Bell Fields**
Cllr Chandler advised that the Working Party have met and preliminary drawings have been prepared for a 50ft x 25ft pavilion building with a roller shutter door to be erected on The Bell Fields. A detailed update will be provided at the next meeting.
- 163-25/26 To receive an update from Cllr Phillips regarding the Bus Service trial.**
Due to Cllr Phillips absence, there was no update available.
- The Chair provided an update on the current position. He informed Councillors that funding for the bus service continued until January 2026 and that the Parish Council is unable to fund the service going forward and if the service continues, it will need to be at the bus company's discretion. It was noted that the Council is awaiting the outcome of a grant application from Love My Bus. It was agreed that the Clerk would contact the bus company to advise them the Parish Council is unable to fund the bus service from January.
- 164-25/26 Chelmsford Association of Local Councils (CALC)**
The Chair advised that CALC Executive Members have met to organise the next in person council meeting which will be held in April. Details of the meeting will shortly be shared with Parish Clerks and further information will be circulated in due course.
- 165-25/26 Coastal Valley Coastal Community Group**
The Clerk advised that she has received an email from Rochford District Council advising that the Crough Valley Coastal Community Group had its AGM on the 11th November 2025 where it was agreed that due to the lack of an accountable body, the CVCC would dissolve with immediate effect. However, it was agreed that a three-month period would be given to Parish Councils to put forward a proposal to work together to take the work of the group forward and the remaining funds of £1,418 would be passed to the operating body to continue the work. As there has been no proposal submitted the funds would be passed to the RSPB to continue their work in the local area. Councillors supported donating the funds to the RSPB.
- 166-25/26 Councillor Training/Clerk Development**
- a) To receive the EALC Training Calendar from January 2026 to March 2026**
The EALC training calendar was received. Councillors were asked to inform the Clerk know if they would like to attend any training. The training calendar from Council Wise is to be circulated to councillors.
- b) To note any training attended or booked.**
It was noted that Cllrs Marshall, Chandler and Nixon attended a Councillor training on 28th January and 4th February 2026.
- 167-25/26 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: 26/00104/FUL

Address: Bethen Tabernacle, South Hanningfield Road, Rettendon, CM3 8HE

- Proposal:** Conversion of existing chapel into one dwelling with internal and external alterations
- Comment:** Councillors emphasised the importance of preserving the historical integrity of the building and to maintain the ditch that runs along the plot.
- Reference:** 25/00532/S73/1
- Address:** Land of Southlands Cottages, Runwell Road, Wickford, Essex
- Proposal:** Variation of condition two to planning application 25/00532/FUL (installation of a solar farm with battery storage and associated infrastructure)
- Comment:** Councillors had no comment to make on this application.
- Reference:** 26/00061/FUL
- Address:** Field at Junction of Main Road and Hoe Lane
- Proposal:** Retrospective application for the change of use of land for siting and 5no. mobile field shelters providing ten stables and associated storage ancillary to the adjacent grazing.
- Comment:** Councillors had no comment to make on this application.

To respond to any planning applications received after the agenda has been issued

- Reference:** 26/00163/FUL
- Address:** Greenhanger, East Hanningfield Road, Rettendon
- Proposal:** Proposed part single side extension. Raising the roof, enlargement of front dormer, addition of five new dormers and other roof alterations. Front porch. Alterations to fenestration. Addition of solid fuel appliance and twin wall metal flue.
- Comment:** Councillors had no objection to this application.

168-25/26

Date of the next Parish Council Meeting

Tuesday, 31st March 2026 at 7.30 pm at Rettendon Memorial Hall, Main Road, Rettendon.

With no further business to be discussed, the Chair thanked everyone for attending. The meeting closed at 9.03 pm.