



## RETTENDON PARISH COUNCIL

### Minutes of the meeting of Rettendon Parish Council held on Tuesday, 28<sup>th</sup> October 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

Mrs Emma Terris, Parish Clerk and Responsible Financial Officer

There were five members of the public present

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#### 84-25/26 Apologies for Absence

There were no apologies for absence.

#### 85-25/26 Declarations of Interest on Items on the Agenda

- a) **To receive declarations of interest from councillors on items on the agenda**  
Cllr Wright declared an interest in agenda item 92-25/26.
- 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.

#### 86-25/26 Public Forum

- Mr Upton expressed his thanks Clls Parsad, Marshall, the Clerk and others for their assistance in clearing the fly-tipped material at the Bell Fields. The Chair on behalf of the Parish Council expressed his appreciation to the work undertaken by the Trustees of the Bell Fields.
- Mr Bagley raised concerns about the neglected green spaces that had been previously reported to the council. Mr Bagley also highlighted severe parking

issues on South View Road following the recent resurfacing. The Chair advised that Highways are responsible for the road issues, and parks and open spaces manage the grass cutting. The Chair advised that he would escalate this to Cllr Dobson and Chelmsford Parks to request an inspection.

- Mr Chandler, a Trustee of the Bell Fields advised that he has spent 12 weeks reconstructing four years of accounts due to an inadequate handover of information. Mr Chandler advised that the information provided only contained bank statements, cheque book stubs and three invoices and despite repeated attempts to request the missing paperwork, this has not been forthcoming. Mr Chandler advised that the following significant concerns have been identified: £2,060 raised in 2019 for a new pavilion following a charity event which was ring-fenced but has since been absorbed into general funds. The bank balance has fallen below £2,060 and it is unclear where the ring-fenced funds went. Mr Chandler added that there have been two incorrect Charity Commission returns for the Lower Bell Fields and one incorrect return for the Upper Bell Fields. In total, three out of the eight returns over four years have been dramatically incorrect and there is now a need to contact the Charity Commission and potentially escalate further. The Chair acknowledged the seriousness and thanked Mr Chandler for sharing this information with the Council. The Chair confirmed that the council would fully support any action if required.

**87-25/26      To approve the Minutes of the meetings held on Tuesday, 30<sup>th</sup> September 2025**  
The minutes of the meeting held on Tuesday, Tuesday, 30<sup>th</sup> September were **agreed** as a true record of the meeting.

**88-25/26      To receive the Essex County Councillor and Chelmsford City Council Ward Councillors' reports.**  
There were no County or District Councillors in attendance.

**89-25/26      To receive a report from the Clerk and Responsible Financial Officer**  
The report from the Clerk and Responsible Financial Officer was received.

**90-25/26      To receive a report from Councillors on Council activities since the last meeting**  
Councillors advised that they have conducted the following activities since the last meeting:

***Cllr Francombe***

- Attended the recent CALC meeting.

***Cllr Dale-Evans***

- Attended the recent CALC meeting.
- Reported a road issue that has been repaired.

***Cllr Wright***

- Researching suitable defibrillator replacement and costs.

***Cllr Hart***

- Been working with the Bell Field Trustees to enhance the facilities at the Bell Fields.

***Cllr Marshall***

- Reported dangerous conditions on South Hanningfield Road near Chalk Street.
- Assisted in the removal of the fly-tipped material.

***Cllr Phillips***

- Continuing work relating to the bus service.

***Cllr Parsad***

- Attended the bingo evening in September and participated in the Halloween event.
- Attended the CALC AGM and has been appointed as Chair following the resignation of the previous Chair.

***Cllr Nixon***

- Attended the CALC meeting
- Cleaned the bus shelters

**91-25/26**

**Finance Matters**

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

The following payments for October 2025 were noted and approved.

| <b>Payee</b>           | <b>Details</b>      | <b>Amount</b> |
|------------------------|---------------------|---------------|
| Rettendon Village Hall | Hall Hire           | £240.00       |
| PKF Littlejohn         | External Audit Fees | £378.00       |
| S-Type Security        | Security Patrol     | £504.00       |
| Emma Terris            | Salary and Expenses | £599.25       |
| Unity Trust            | Bank Charges        | £ 6.00        |
| HMRC                   | PAYE and NI         | £189.20       |

**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 set up a Working Party to agree the 2026/27 Budget**

It was agreed to set up a Working Party to review the Budget with the following members: Cllrs Dale-Evans, Nixon, Marshall, Francombe and Parsad.

**92-25/26**

**Defibrillators and Bleed Kits**

Cllr Wright advised that the defibrillator at The Bell Pub has been used and the battery and pads now requires replacement. Members were informed that both units that are located at The Bell Pub and Battlesbridge are over 10 years old and service parts are becoming obsolete. Following a discussion, the Chair proposed that

the Parish Council purchases a new defibrillator. This was seconded by Cllr Nixon and unanimously carried.

It was agreed to defer the discussion regarding purchasing bleed kits to the next meeting.

**93-25/26      Councillor Co-Option**

The Chair advised that following Cllr William's resignation there is a vacancy on the council for a Co-Opted Councillor. The Clerk has received one application and applications are open until the 15<sup>th</sup> November. Applicants will be invited to the next meeting to meet Councillors.

**94-25/26      Policy Approval**

It was agreed to defer the review and approval of the updated Financial Regulations, Investments and Reserves Policy to the next meeting.

**95-25/26      Bus Service**

Cllr Phillips provided an update on the bus service. He advised that the service started on 9<sup>th</sup> July 2025 and an average of forty-five passengers are using the bus service per day. Cllr Phillips advised that the bus company is in the process of applying for a £25,000 Essex County Council grant to support running the service for a further two years. Residents including Cllr Sue Dobson and Ian Whittingdale MP have provided letters of support. It was agreed that the Clerk on behalf of the Parish Council would send a letter of support.

**96-25/26      Chelmsford Association of Local Councils (CALC)**

**To receive an update regarding the Chelmsford Association of Local Councils**

The Chair advised that 23 Parish Councils have agreed to join CALC with the likelihood of reaching twenty-five councils shortly. The Chair advised that at the recent AGM due to the existing Chair standing down, he was appointed as Chair of CALC and he has also been asked to be a member of the EALC Finance Committee.

**97-25/26      To respond to the planning applications listed in Appendix 1 to this agenda (all applications are available to view at [www.chelmsford.gov.uk](http://www.chelmsford.gov.uk))**

**Reference:** 25/01234/FUL  
**Address:** Site at Old Hall Farm, Main Road, Rettendon  
**Proposal:** Conversion of agricultural barn to four self-contained dwellings with parking and associated hard and soft landscaping.  
**Comment:** Members had no objection to raise however, the council requested that improved access arrangements are considered.

**Reference:** 25/01291/FUL  
**Address:** 14 Hoe Lane, Rettendon, Chelmsford, Essex  
**Proposal:** Demolition of two semi-detached Bungalows and construction of four two-storey semi-detached dwellings with associated parking, private gardens, formation of new access, biodiversity enhancements and installation of EV charging points.

**Comment:** Members had no objection to raise in regard to this application.

**69-25/26**

**Date of the next Parish Council Meeting**

Tuesday, 25<sup>th</sup> November 2025 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 8.57 pm.