



RETTENDON PARISH COUNCIL

Minutes of the meeting of Annual Parish Council Meeting of Rettendon Parish Council held on Tuesday, 30th June 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

There were twelve members of the public present

25-26/27 Apologies for Absence

Apologies for absence were received and accepted from Cllr Phillips.

26-26/27 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 38-26/27.

There were no other declarations made.

27-26/27 Public Forum (5 minutes per speaker)

Speeding – East Hanningfield Road

A resident raised serious concerns regarding excessive vehicle speeds along East Hanningfield Road, advising that although the speed limit was 60mph, many vehicles appeared to be travelling considerably faster. Concerns were also raised regarding increased traffic noise and the dangers posed to wildlife and pedestrians.

The Chair acknowledged that speeding was a significant concern throughout the parish and advised that, whilst the issue fell within the remit of Essex Highways, there is a process that communities are required to follow before requesting formal intervention. The Chair advised that Community Speed Watch volunteers would be required to undertake speed monitoring. The Chair added she had already spoken with the local Community Speed Watch Co-ordinator who had agreed to assist the Parish Council in undertaking speed monitoring within the parish during the summer months. It was noted that evidence gathered through Community Speed Watch

would support any subsequent request to Essex Highways for an Automatic Traffic Count (ATC) survey and consideration of appropriate traffic calming measures.

It was resolved that a report seeking the Council's approval to establish and participate in a Community Speed Watch initiative within Rettendon Parish Council be included on the agenda for the next meeting, together with proposals for suitable locations and volunteer arrangements.

Dog Fouling – Sonters Down Field

A resident enquired whether the Council had received any update from Chelmsford City Council regarding the ongoing dog fouling issues at Sonters Down.

The Chair advised that new signage is currently being produced and patrols are continuing. It was noted that should the problem continue despite the improved signage, the Council would consider further enforcement measures, including the possible use of CCTV where appropriate.

Battlesbridge Bridge

Residents raised concerns regarding the traffic management at Battlesbridge Bridge, explaining that motorists frequently ignored the priority system, resulting in dangerous situations where vehicles attempted to cross simultaneously from opposite directions.

The Chair advised that the Council was fully aware of the problem and noted that Cllr Hart had previously highlighted the speeding concerns through Battlesbridge. The Chair added that this issue would need to follow the same process as other speeding concerns, beginning with Community Speed Watch surveys before Essex Highways could be asked to investigate further.

The Chair advised that discussions would take place with County Councillor Clark, Chelmsford City Council and the Community Speed Watch Co-ordinator, to arrange surveys within the affected areas during the summer.

It was agreed that this would be included on the agenda for the next meeting.

Proposed Development in Rettendon

A resident asked what action the Parish Council intended to take to oppose the proposed development within the Parish.

The Chair explained that the Chelmsford Local Plan had already been adopted and that Cllr Davis, as Ward Councillor had made representations during the consultation of the Local Plan. Whilst the Council remained opposed to the development, no formal objection could currently be made until a planning application had been submitted.

A councillor commented on the existing road network, particularly Runwell Road, which is already congested during peak periods and lacked the infrastructure required to support any additional development.

The Chair advised that the matter would be raised with the Chief Executive of Chelmsford City Council and will be an agenda item at the next Chelmsford Association of Local Councils meeting which will shortly be taking place.

Proposed Solar Farm

The Chair advised that the Council had already submitted a formal objection to the proposed solar farm and had written to local councillors requesting their support.

Bell Fields Trustees

Mrs Katherine Clark read out a prepared statement in response to an allegation made by Cllr Phillips at the last meeting concerning Mrs Clark's proposed appointment as a Trustee of the Bell Fields. The Chair confirmed that documentation had been received from Cllr Phillips and advised that, should any individual wish to pursue allegations regarding the conduct of a councillor, the appropriate route would be through the Monitoring Officer.

Cllr Nixon stated that, having read the documentation provided, she explained that he had been guided by the documents presented which seemed to be a version understood why Cllr Phillips had reached the conclusions he had.

Mrs Clark asked whether there was any evidence suggesting she had acted improperly. The Chair advised that further discussion regarding this matter will take place during the relevant agenda item later in the meeting.

28-26/27 To approve the Minutes of the meetings held on Tuesday, 26th May 2026

The minutes of the meeting held on Tuesday, 26th May 2026 were reviewed.

Cllr Hart requested an amendment to Minute 05-26/27 (Public Forum), stating that a vote had been taken in support of the residents in Maltings Road. The clerk explained that no vote had been possible as there had not been a formal motion placed before the Council.

The minutes were **agreed** as a true record of the meeting and signed by the Chair. Cllr Hart abstained from the vote.

29-26/27 To receive the Essex County Councillor and Chelmsford City Council Ward Councillors' reports.

There were no Ward or City Councillors present.

The Chair reported that Chelmsford City Council had appointed two Rangers who would undertake hedge cutting, vegetation clearance and path maintenance throughout the Chelmsford district.

30-26/27 To receive a report from the Clerk and Responsible Financial Officer

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

31-26/27 Finance Matters

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

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

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

Payee	Details	Amount
CouncilWise	Internal Audit Fee	£ 186.00
RCCE	RCCE Subscription	£ 85.80
Sue Lees Consultancy	Website Support	£ 30.00
S-Type Security	Security Patrol	£ 546.00
Hazel-Dale Evans	Expenses	£ 19.80
SSE Electricity	Streetlight Electricity	£ 231.37
RoSPA	Bell Fields Play Area Inspection	£ 104.40
E Terris	Sally and Expenses	£ 585.57
Total		£1,785.94

Well

b) To receive the Budget to Expenditure/Income Report

The budget to Expenditure and Income Report for the year to date was received.

c) To agree to review all contracts held by Rettendon Parish Council to assess terms and conditions and best value for money

The Chair advised that, as a matter of good governance, all contracts with suppliers and service providers should be reviewed they continue to represent value for money before the next election period. The Chair made specific reference to the Council's IT Support contract with Sue Lees and the S-Type security contract. It was agreed the following Working Parties would be established to review the following contractors.

Sue Lees IT Contract – Cllrs Parsad and Chandler.

S-Type Security Contract – Cllrs Marshall, Chandler, Francombe and Clark.

32-26/27 To receive and review the Internal Audit Report of the Parish Council and to agree the Action Plan to address the points raised

The Internal Audit Action Plan was shared with Councillors. The Clerk advised that the document would remain a live working document and progress would be reported regularly to the Council at forthcoming meetings.

33-26/27 The Bell Fields

Councillors reconsidered the proposal discussed at the previous meeting regarding financial support for the Bell Fields Trustees.

The Chair advised that the proposal was separate from the £2,000 previously ring-fenced for the clearance of the fly-tipped waste. Councillors were advised that when the previous Trustees left office, there had been insufficient funds available to meet ongoing expenditure. It was therefore proposed that the Parish Council makes an ex-gratia payment of £2,000 to the current Trustees to enable them to continue to operate effectively.

- Councillors noted that the Council's Grant Policy did not permit grants to be awarded to an organisation which is directly administered by the Parish Council and that this proposal related specifically to an ex-gratia payment to the Trustees.

During the discussion, Cllr Hart questioned why the previous Trustees had left the gates open at The Bell Fields. The Chair advised that the matter had been raised previously and that, whilst explanations had been sought, no satisfactory answer had been received.

It was **resolved** that an ex-gratia payment of £2,000 be made to the current Trustees of the Bell Fields. This was carried by a majority with Cllrs Hart and Nixon voting against.

34-26/27 Appointment of a Trustee to The Bell Fields

The Chair proposed the appointment of Mrs Katherine Clark as a Trustee of The Bell Fields. The proposal was seconded by Cllr Marshall and unanimously carried.

35-26/27 To receive an update from members of the Working Party in respect of refurbishment/replacement of the pavilion on the Bell Fields

The Chair reported that constructive meetings had taken place with First Fix Installations (FFI), the Council's preferred supplier.

Councillors were advised that several design options had been discussed and indicative costs compared favourably with alternative quotations. It was noted that revised proposals may incorporate a separate toilet facilities capable of independent access. The Chair advised that detailed drawings were nearly completed and the completed designs will shortly be presented to Councillors and parishioners before any final decision was taken.

The Chair advised that a separate public engagement event would be arranged outside of the normal Parish Council meeting.

36-26/27 To receive an update from the Clerk/Chair in respect of the damaged bus shelter

The Chair informed Councillors that Cllr Chandler had been liaising with the manufacturer of the bus shelter and confirmed that money had been received from the haulage company who damaged the bus shelter. Councillors were advised that the replacement shelter would be installed in the same location of the damaged bus shelter and will be constructed from natural cedar and will come with a five-year finish warranty and a twenty-five year structural guarantee. It was noted that the supplier has requested at 50% deposit at the time of order with the balance payable on delivery.

It was proposed by the Chair and seconded by Cllr Marshall that the order for the replacement bus shelter be placed and the required deposit paid. This was unanimously agreed.

37-26/27 Love My Bus Grant

Councillors received the draft contract relating to the service that would be provided by Connect Transport. The Chair on behalf of the Parish Council thanked Cllr Phillips for the work undertaken in initiating discussions regarding the introduction of the bus service between Hayes Park, Rettendon and Chelmsford.

It was agreed that the Chair and Cllr Chandler review the revised agreement and, subject to their approval, delegated authority be granted to the Clerk to sign the contract on behalf of the Council. It was also noted that the Clerk would act as the Council's principal point of contact.

It was resolved that:

- Delegated authority be granted to the Chair and Cllr Chandler to review and approve the contract.
- That Delegated authority be granted to the Clerk to execute the agreement.
- That the Clerk circulate the revised documentation to Councillors.

38-26/27 Defibrillator – Woodham Road

Councillors considered a proposal to adopt an existing defibrillator which is situated within the Lyanhurst Industrial Estate for public use. Cllr Wright advised that several residents had requested improved access to a defibrillator within the Woodham Road Area. Councillors were informed that the owners of the industrial estate were willing to make the existing unit publicly accessible by relocating it externally and providing the electrical supply at their own expense. The Parish Council would be responsible for future maintenance, replacement pads and batteries. Cllr Wright advised that there will be a need to replace the pads and battery and the initial cost to the Parish is estimated to be less than £1,000.

It was proposed by Cllr Wright and seconded by Cllr Marshall that the Parish Council adopt and maintain the existing defibrillator located at Lyanhurst Industrial Estate. This was carried by a majority vote. Cllr Wright abstained from voting.

39-26/27 CPR and Defibrillator Training

The Council considered providing community CPR and Defibrillator use training. Councillors were advised that a training session had been arranged for Friday, 24th July 2026 at a cost of £140, which includes the cost of hiring the Village Hall.

Cllr Wright proposed that the Parish Council fund the training session and cover the cost of the hall hire. This was seconded by the Chair and carried by a majority. Cllr Wright abstained from voting.

40-26/27 Councillor Training/Clerk Development

To receive any details of training attended or training booked

It was noted that Councillors have not attended any training since the last meeting.

41-26/27 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: 26/00593/FUL

Address: Barn at Uplands, Warren Road, Rettendon, CM3 8DF

Proposal: Demolition of existing structures and erection of 5no residential dwellings with associated alterations to access.

Comment: Councillors objected this application. Councillors raised concerns regarding traffic generation, road safety, speeding and the suitability of the existing road infrastructure.

Reference: 26/00651/FUL

Address: Land adjacent to Woods Lodge, Woodham Road, Rettendon

Proposal: Demolition of existing buildings and hard standings and erection of one bungalow (revision to 25/01295/FUL)

Comment: Councillors had no comment to make on this application

Reference: 26/00637/FUL

Address: Land Southeast of Potters Farm, Potters Lane, Rettendon

Proposal: A ground mounted solar farm, including associated infrastructure, access, landscaping and grid connection cable.

Comment: Councillors strongly objected to this application on the grounds of:

- Unacceptable loss of productive agricultural land
- Development within flood plain areas
- Impact upon the conservation area
- Potential harm to wildlife and biodiversity
- Adverse impact upon the historic landscape and public rights of way
- Increased risk of theft of exposed copper cabling and associated infrastructure

Reference: 26/00717/FUL

Address: Iphigenia, Woodham Road, Rettendon, Wickford

Proposal: Single storey side and rear extension

Comment: Councillors had no comment to make on this application

Reference: 26/00675/FUL

Address: 2 Maltings Cottages, Maltings Road, Battlesbridge, Wickford

Proposal: Proposed new garage storage

Comment: Councillors had no comment to make on this application

42-26/27

Date of the next Parish Council Meeting

Tuesday, 28th July 2026 at 7.30 pm at Rettendon Village Hall.

With no further business to be discussed, the Chair thanked everyone for attending.
The meeting closed at 9.15 pm