

MINUTES OF THE CHRISHALL PARISH COUNCIL MEETINGHeld on Tuesday, 1st September 2026 in Chrishall Village Hall, Chrishall at 6.00pm**PRESENT:** Cllr Jane Holloway (Chairman), Cllr Gill Eaton, Cllr Simon Firth, Cllr Phil Gravett.

Clerk: Belinda Irons

Essex County Council: Cllr Ray Gooding**PUBLIC:** 1

- 2026.66 Apologies Cllr John Birchall
Chrishall Parish Council accepts the reason offered for absence from this meeting.
- 2026.67 Other absences: Members absent without offering apologies: none
- 2026.68 Declaration of Members Interests: Pecuniary/Personal
Cllr Gravett: Village Hall: Parish Council representative
- 2026.69 Minutes of the previous meetings:
RESOLUTION: That Chrishall Parish Council herewith agrees the minutes of the Parish Council meeting held on 7th July 2026
PROPOSED: Cllr Holloway, second Cllr Gravett. AGREED AND RESOLVED UNANIMOUSLY
- 2026.70 Parish Council vacancies: two Councillors required for co-option: one application due to be received for co-option at the November meeting. The applicant attended the meeting.
- 2026.71 Essex County Council Councillor Report:
Cllr Gooding commented that some communities have had traditional bus routes cut such as Clavering to Bishops Stortford with claims related to cost savings. Councillors advised that Chrishall lost all its routes some years ago. Residents do use the on demand service.
The Chairman thanked Cllr Gooding for raising the issue of the Crawley End delamination event. Cllr Gooding commented that some areas had reported issues with the new system which left tarred 'gravel' surplus on the highway and footways which are then transported into properties leading to a number of complaints. It is also washing into drains with the likelihood that drains will be blocked and need digging out.
- 2026.72 Public Discussion
Speeding in the village: Cllr Gooding agreed to approach the Police as reports of dangerous driving have been received.
Public footpaths: which organisation has a duty to maintain: local arrangements dictate maintenance responsibilities which can be the landowner or the County Council. The Ramblers will work on overgrown routes on behalf of the County Council.
Footpaths and cyclists: It was reported that cyclists are using the footpaths which is in contravention of legislation, even if the routes have been signed no cycles.
- 2026.73 Finance Reports: Cllr Gravett:
a) Monthly Payments:

Description	Supplier	VAT Type	Net	VAT	Total
Broadband	Freeola Limited	S	29.64	5.93	35.57

Chairman's signature..... 3rd November 2026

Website Hosting	Cloud Next	S	36.74	p. 2026.22 7.35	44.09
Pavilion Electric	YU Energy	L	40.18	2.01	42.19
Village Hall Repairs and Improvements	Urban Plastics Ltd	S	1,361.50	272.30	1,633.80
Village Hall Repairs and Improvements	Urban Plastics Ltd	S	1,379.14	275.83	1,654.97
Pavilion Fire Extinguisher Maintenance	Newflame Fire Equipment Co Ltd	S	55.25	11.05	66.30
Village Hall Repairs and Improvements	Melbourn Flooring and Interiors Ltd	S	594.75	118.95	713.70
Pavilion Water Supply	Castle Water	Z	10.49	10.49	
Salary		Z	525.45	525.45	
HMRC – PAYE	HMRC – PAYE	Z	162.36	162.36	
Travel		Z	10.00	10.00	
External Audit	PKF Littlejohn	S	210.00	42.00	252.00
Salary		Z	65.00	65.00	
Salary		Z	81.16	81.16	
Pavilion Sewerage Charge	Anglian Water Business	Z	177.48	177.48	
Total			4,739.14	735.42	5,474.56

RESOLUTION: That Chrishall Parish Council herewith minutes the approval of the schedule of receipts and payments for August 2026 sent to all Councillors by email that were unanimously approved by emails to the Parish Clerk PROPOSED: Cllr Gravett, second Cllr Holloway. AGREED AND RESOLVED UNANIMOUSLY

b) Bank Reconciliation:

Cash in Hand 01/04/2026	32,130.31
ADD Receipts 01/04/2026 – 31/07/2026	24,969.89
	57,100.20
SUBTRACT Payments 01/04/2026 – 31/07/2026	25,046.89
A Cash in Hand 31/07/2026 (per Cash Book)	32,053.31
Cash in hand per Bank Statements	
Petty Cash	0.00
1 – Unity Trust Bank	2,315.62
2 – Barclays Bank – Deposit	0.00
Unity Trust Savings Account	30,097.69
	32,413.31 B
Less unrepresented payments	360.00
Plus unrepresented receipts	
Adjusted Bank Balance	32,053.31
	32,053.31

A = B Checks out OK

RESOLUTION: That Chrishall Parish Council herewith minutes the approval of the July bank reconciliation sent to all Councillors by email in advance of the meeting PROPOSED: Cllr Gravett, second Cllr Holloway. AGREED AND RESOLVED UNANIMOUSLY

August Bank Reconciliation: not available when agenda set: provided for information:

Chairman's signature..... 3rd November 2026

Bank Reconciliation at 31/08/2026	
Cash in Hand 01/04/2026	32,130.31
ADD Receipts 01/04/2026 - 31/08/2026	24,969.89
	57,100.20
SUBTRACT Payments 01/04/2026 - 31/08/2026	30,654.45
A Cash in Hand 31/08/2026 (per Cash Book)	26,445.75
Cash in hand per Bank Statements	
Petty Cash 31/08/2026	0.00
1 - Unity Trust Bank 31/08/2026	3,747.51
2 - Barclays Bank - Deposit 31/08/2026	0.00
Unity Trust Savings Account 31/08/2026	24,097.69
	27,845.20 B
Less unrepresented payments	1,399.45
Plus unrepresented receipts	
Adjusted Bank Balance	
	26,445.75
	26,445.75
	A = B Checks out OK

c) Audit:

External Auditor's Report: Extract from external audit report shown:

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Information has come to our attention from the internal auditor highlighting the fact that the website is partially compliant with Web Content Accessibility Guidelines 2.1 AA not 2.2 AA. Therefore, Section 1, Assertion 10 has been incorrectly completed and should have been responded as 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority: None

RESOLUTION: That Chrishall Parish Council herewith accepts the findings of PKF Littlejohn. On the advice of the internal auditor, the website has been upgraded to be fully compliant with Assertion 10.
PROPOSED: Cllr Gravett, second Cllr Firth. AGREED AND RESOLVED UNANIMOUSLY

d): Clerk office equipment:
Citadel Solutions:

As requested please find our estimate prices following:

1 x Lenovo V15 G5. I5 CPU 16Gb RAM, 512GbSSD 15" screen Windows 11 Pro @ £628.75

Or

1 x HP 250R G9. I5 CPU 16Gb RAM, 512GbSSD 15" screen Windows 11 Pro @ £722.50

Or

Dell Pro16 Ultra 7 225u CPU 16Gb RAM, 512GbSSD 15" screen Windows 11 Pro @ £1297.50

1 x Epson ET-2910 All -in-one printer /scanner @ £260.40 (Epson have a offer on at present with an end user cash back of £40.00) So Price after cash back is £220.40

The cost of Office Home and Business 2024 is £224.00

Time charged @ £80.00PH taken to set up laptop and fully update, install printer and connect to internet.

RESOLUTION: That Chrishall Parish Council herewith agrees to purchase a laptop, all in one printer, Microsoft Office plus Citadel Solutions installation fees to a maximum cost of £1,500 plus VAT

RESOLUTION AMENDED:

RESOLUTION: That Chrishall Parish Council herewith agrees to purchase an HP laptop, all in one printer, Microsoft Office plus Citadel Solutions installation fees to a maximum cost of £1,500 plus VAT

PROPOSED: Cllr Gravett, second Cllr Holloway. AGREED AND RESOLVED UNANIMOUSLY

All prices are quoted exclusive of VAT

e) New Nationally Agreed Salary Scales:

RESOLUTION: That Chrishall Parish Council herewith adopts the new nationally agreed salary pay scales for all employees at 3.3%, backdated to 1st April 2026

PROPOSED: Cllr Holloway, second Cllr Gravett. AGREED AND RESOLVED UNANIMOUSLY

2026.74

Planning applications: Full Council for comment

PLEASE NOTE: UTTLESFORD DISTRICT COUNCIL TAKES DECISIONS ON PLANNING APPLICATIONS AND ADVISES CPC OF THAT DECISION

UTT/26/1313/FUL The Red Cow

Change of use of land and siting of 5no. glamping pods for overnight guest use, covered bicycle shelter, permeable footpaths, expansion of the existing parking and turning area and associated works. *Permission refused*

UTT/26/1109/HHF Upper Farm, Bilden End

UTT/26/1110/LB Construction of single and two storey `

extensions to rear following demolition of recent 20th/21st century extensions; minor alterations to the internal layout of the original house; construction of ancillary barn; construction of cart lodge. *Planning & Listed Building Decision awaited*

UTT/26/1232/HHF 60 High Street

Demolition of existing store, proposed two storey and single storey rear extension, with new front entrance porch. First floor front dormer window and changes to fenestration. *Permission granted*

UTT/25/1127/FUL Land at Palmers Lane: Erection of 2 dwellings

Appeal: Dismissed

Other Planning Matters:

Landscape Character Assessment: additional information supplied for inclusion. Final report awaited.

2026.75

Governance:

Tree Management Policy

RESOLUTION: *That Chrishall Parish Council herewith agrees and adopts the Tree Management Policy*: next agenda

2026.76

Playground: Cllr Firth:

a. Weekly inspections: update.

b. Schedule of works: damage to safety surface by football goal; wet pour repairs

c. RoSPA report: a number of amber repairs flagged: sent to the contractor for quote 24.6.2026

2026.77

Environment:

a. Increase in dog waste left on private frontages, footpaths, being hung in bags in hedges, left on fences, put into private household bins by persons unknown: map to be installed to gates: update Cllr Gravett.

b. Biodiversity survey: report received.

RESOLUTION: *That Chrishall Parish Council herewith agrees to appoint ELMAW Consulting Ltd to produce biodiversity management plans for the Burial Ground and Jigneys Meadow in the sum of £2,040 plus VAT to ensure the Parish Council complies with Central Government legislation to increase biodiversity* PROPOSED: Cllr Holloway, second Cllr Gravett.

AGREED AND RESOLVED UNANIMOUSLY

A vote of thanks was extended to the resident who has diligently watered the three fruit trees on Essex County Council land between Pinkeneys and Engleric. The trees are being well managed and are thriving which is very good news.

c. Speeding in parish: raised with Cllr Gooding.

2026.78

Buildings & asset management:

a. Robert Reed Hall: Options: Update on RCCE meeting 17.08.2026:

It has been established that Chrishall Parish Council is the custodian trustee (See Appendix 1 for details) of the Robert Reed Hall and the Village Hall Charity has responsibility for all day to day management and maintenance of the building, including insurance cover. The school has been advised of the situation.

RESOLUTION: *That Chrishall Parish Council herewith agrees to cancel the insurance on the Robert Reed Hall on the 10th September 2026.*

PROPOSED: Cllr Holloway, second Cllr Eaton. ABSTAIN: Cllr Gravett.

AGREED AND RESOLVED BY MAJORITY. The Clerk will advise the Village Hall Charity of the decision.

ACTION: CLERK

Cllr Holloway will email Cllr Gravett with details relating to school.

ACTION: JH

b. Chrishall Village (Methodist) Halls: management options: next agenda,

c. Gt Crested Newt plaque needs repairs: clerk to chase artist.

2026.79

Highways:

Dark Lane: safety audit re suitability for motorised vehicles: reported

31.10.2025 Reference Number: 4002562 Issue: obstruction of PRoW

Location: byway 3 Chrishall: ECC states suitable for vehicle use. Residents ongoing concern that the route is not fit for all users and all purposes. On hold due to ECC elections.

Crawley End: centre of road surface removed by HGV report no 4049420: repaired badly

2026.80 Correspondence:

2026.81 Date of next Parish Council Meeting: Tuesday
3rd November (Budget Setting)
Meeting closed 7.25pm

APPENDIX 1: CUSTODIAN TRUSTEE:

A custodian trustee holds the legal title and custody of trust property or title deeds, while managing trustees (Village Hall Charity no. 301281) handle the day-to-day operations and administration.

Core Responsibilities

- **Holding Legal Title:** Safely keep the official title deeds, securities, and documents of title for the trust property.
- **Executing Instructions:** Sign documents, perform necessary legal acts, and concur with transactions when directed by the managing trustees—provided the instructions do not breach the trust.
- **Handling Financial Transfers:** Transfer or pay capital and income funds as properly requested or authorized by the managing trustees.
- **Safeguarding Assets:** Protect trust capital and investments from obvious breaches of trust or loss, acting purely in a fiduciary capacity.

What Custodian Trustees Do Not Do

- **No Management Control:** Do not take part in the daily operations, decision-making, upkeep, or use of the property.
- **No Operational Liability:** Do not assume responsibility for paying ongoing property taxes, managing leases, or arranging maintenance (these remain with the managing trustees).