



SHALFORD PARISH COUNCIL ANNUAL MEETING

Members of the Council are hereby summoned to attend the annual meeting to be held at Shalford Village Hall on Wednesday, 20th May 2026 commencing at 7:30pm for the purpose of transacting the following business:

The meeting will be open to the public unless the Council directs otherwise.

AGENDA

1. **Election of the Chairman**
2. **To Receive the Chairmans Declaration of Acceptance of Office**
3. **Election of Vice Chairman**
4. **Apologies for Absence.**
5. **To receive member's declarations of interest and dispensations in items on the agenda.**
(Dispensations should be requested from the Clerk before the meeting).
6. **Minutes:** Acceptance of the following minutes:
 - Meeting of the Parish Council held on 18th March 2026
7. **Public participation session with respect to items on the agenda and other matters that are of mutual interest or local concern:** *(A maximum of 15 minutes shall be allowed for public question time, and it is requested each member of the public speak for a maximum of 3 minutes).*
8. **District and/or County Councillor:** To receive District and County reports
9. **Shalford Village Hall Committee Report:** To receive report (Cllr Gould)
10. **LYB Bus Grant/DigiGo Update:** To receive report from tonights meeting (Cllr Gould/Cllr Staines)
11. **NHP Project:** To receive update (Cllr Havelock)
12. **To Review the following documents:**
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
 - Risk Management Schedule
 - Finance Working Group Terms of Reference

- HR Committee Terms of Reference
- Shalford Neighbourhood Plan Steering Group Terms of Reference

13. To Adopt the following document:

- IT Policy

14. To Review and Notify the Clerk of any changes to following documents:

- Councillors Registers of Interests

15. To agree the following suggested Meeting Date Schedule for 2026/2027:

2026	2027
17 June	17 February
15 July	17 March
16 September	21 April
21 October	19 May (APC)
18 November	?? May (APM)
16 December	

*No meetings have been scheduled for August 2026 or January 2027

16. To Agree Councillor Appointments to the following Working Groups & Committees:

- BALC Representative
- Village Hall Representative
- Wethersfield Airbase Scrutiny Committee Representative
- HR Committee
- NHP Steering Group
- Finance Working Group

17. To Allocate the following areas of Councillor Responsibilities:

- Highways / Transport
- VAS / Speeding
- Footpaths / Fix It
- Village Magazine Author
- Planning Oversight

18. Clerks Report: To receive update on action points from the last meeting (Clerk)

19. River Pant Report: To update the PC on a series of testing that is being looked at on the River Pant in conjunction with Essex and Suffolk Rivers Trust (Cllr Hull).

20. The George Bike Nights: To discuss and agree to send a letter detailing residents issues received.

21. Lights at Equestrian Centre in Beazley End: To discuss whether Shalford PC should write to Wethersfield PC and ask them to let the owners know of the numerous complaints about the lights at the centre being on 24 hours a day (Cllr Birks).

22. Annual Parish Meeting 27th May 2026: To discuss attendance, set up and tidy away etc.

23. Shalford Village Fete: To discuss details: Attendance; Set up by 12:30; Gazebo & Tables; NHP; Raffle Prize etc

24. Finance:

- i. To receive the financial report, approve payments and to ratify additional payments made since last meeting (Appendix I)
- ii. To review and agree the 31.03.26 Finance Document
- iii. To review and agree the 31.03.26 Asset Register
- iv. To review and agree the 31.03.26 Year End Budget Report
- v. To review and agree AGAR reports:-
 - a. Section 1 – Annual Governance Statement 2025/26 (Page 4)
 - b. Section 2 – Annual Governance Statement 2025/26 (Page 5)
 - c. Notice period for the exercise of public rights 1st to 14th July 2026
 - d. Bank Reconciliation 2025/26.
 - e. Explanations of Variances 2025/26.
- vi. To agree to appoint Shelley Boydell BSc (hons) CiLCA as our auditor for 2026/27
- vii. To agree to pay salaries and associated costs on 28th of every month for 2026/27.
- viii. To agree a grant request from Shalford Fete Committee for £171.60 to cover the St Johns First Aid Attendance.
- ix. To agree/accept Equals Money £25/mth charges for Jan/Feb & Mar and close the account and look into other forms of cash cards.
- x. To agree payment of £50 to NB Flowers as per minuted reference: FC176-25/26(c)
- xi. To agree to renew our 2026/27 Insurance with Zurich Insurance Group at cost of £396.
- xii. To agree EALC Inv No.19258 £294.59 re EALC/NALC Affiliation Fees 2026/27
- xiii. To agree BALC payment of £50.00 for 2026/27 Annual Membership Subscription.
- xiv. To agree Applied Image INV6758 £62.00 for NHP Printing Costs.
- xv. To agree Shalford Village Hall Inv £110.00 for NHP hire of hall 19.04.26.
- xvi. To retrospectively agree £2,500.00 pmt to The Sailings PC ringfenced “Development Fighting Fund” as agreed per minuted ref: FC186-25/26 (2) & (3)

25. Planning:

- (1) To review and agree a response to all planning applications including those that have arisen since the agenda was prepared:

26/00709/OUT - The Old Vicarage, The Street, Shalford

Removal of existing conservatory, blocking up of existing doorway and installation of a new external rear door and new rear window.

Expires: 21st May 2026

26/00781/LBC - Land Northwest Of Towerlands, Panfield Road, Braintree

Outline planning application for the development of up to 150 dwellings (Use Class C3), with all matters reserved except for access, together with associated green infrastructure, public open space, landscaping, sustainable drainage systems (SuDS), and supporting infrastructure

****Expired: 14th May 2026***

Determination Deadline 26th June 2026

- (2) To retrospectively agree the submitted response to the following planning application:

26/00688/FUL & PP-14807567 - The Mount , Halls Lane, Shalford

Retention of replacement building and change of use from agricultural barn to Class E (g)(iii) light industrial use. Expired: 7th May 2026

***** Shalford Parish Council submitted a Formal Objection, see Appendix III, which provided local context and planning considerations to assist the case officer's assessment and, if applicable, members' determination.***

BDC Local Plan Regulation 18 Consultation

Preferred Options Consultation. To agree a Shalford PC submission. Deadline 17th April 2026.

*** Shalford Parish Council submitted a **Formal Objection**, see **Appendix IV**, to the consideration and allocation of the West of Braintree Development Site in Braintree District Council's Draft Local Plan.*

(3) Discuss Possible Planning Breach:

24/01974/FUL - Greenways, Jaspers Green (New additional driveway & fencing)

We have received the following information:

"I did not see any reference to a new additional driveway off the Highway other than the one that directly leads to the house and garages"

"Recently I saw workmen putting fencing up and creating a new driveway off the Highway, which is adjacent to an open field (with caravan in). So to the west of Greenways. They had to take down an old hedge to gain access. The fencing is out of character for this part of the rural area. Also I would be very surprised if they got permission from Highways to erect the driveway and associated six-foot fencing"

"I'm concerned about a new driveway and fencing that have recently appeared at Greenways, Jaspers Green (photo attached). In my opinion, the driveway is in a dangerous position. It doesn't appear to have been included in the planning application for the new build there either"

(4) Discuss Possible Planning Issue:

Proposed Sand Pit Development – Land to South of Great Bardfield:

To agree to formulate a consensus from the Shalford PC regarding a proposal for silica sand extraction on land to the south of Great Bardfield, off Braintree Road by Aggreg8 Solutions Ltd. The proposal involves the extraction of approximately 1.5 million tonnes of sand over a 10-year period, followed by a nature-led restoration project. Further information can be found at www.aggreg8.co.uk

Ahead of submitting a formal planning application to Essex County Council, the developers held a public information exhibition on 14/05/26.

Comments can be sent to greatbardfield@aggreg8.co.uk or

26. Items for the next agenda:

Review 2026/27 Budget Line Totals
SLCC Clerks Membership
Annual Parish Meeting May 2027

27. Chair to Close Meeting:

Time Closed:

28. Next Parish Council Meeting:

17th June 2026.

J Boot

Jill Boot
Clerk & RFO to Shalford Parish Council

Dated: 14th May 2026